



Unit 5 Mail service
LESSON 3 **I want to send a letter**

LEARNING OBJECTIVE
In this lesson, you will learn how to
send a letter.

1 Warm-up

When was the last time you sent a letter?
Who did you send it to?



Words and phrases you may want to use:

- family
- friends
- classmates

2 New words and expressions

Matching game

1.



on the back of _____

2.



3.



4.



5.



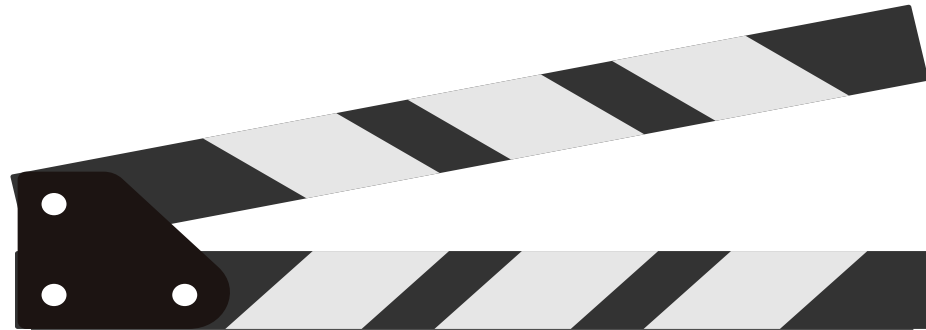
write [raɪt] down
zip code [kæʊd]
receiver [rɪ'si:və(r)]
on the back [bæk] of
top right corner
['kɔ:(r)nə(r)]

Let's go through the sentences. Pay attention to the words in red.

- Frank is **writing down** the right answer to the math problem.
- John Smith's **zip code** is NY 11375.
- Molly wrote her name as the "**receiver**."
- I found a red seal **on the back of** the envelope.
- You can click at the **top right corner** of the window to close it.

3 Speaking naturally

1. Conversation setting



Who:
Lucas (a customer) and Victoria
(a clerk of a post office)

Where:
At the post office

Talking about:
Sending a letter



Let's see how Victoria helped Lucas send the letter.

3 Speaking naturally

2. Conversation and activity

Lucas: Excuse me, would you please send this letter for me?

Victoria: Sure. Did you **write down** everything on your envelope?

Lucas: Not yet. I think I need your help. Where should I write the addresses?

Victoria: You should write the **receiver's** address in the middle. Please don't forget the **zip code**.

Lucas: I'm sending it to New York. How much do I need to pay for the stamp?

Victoria: One dollar, please. Please put it in the **top right corner**.

Lucas: How about the sender's address? Should I write it **on the back of** the envelope?

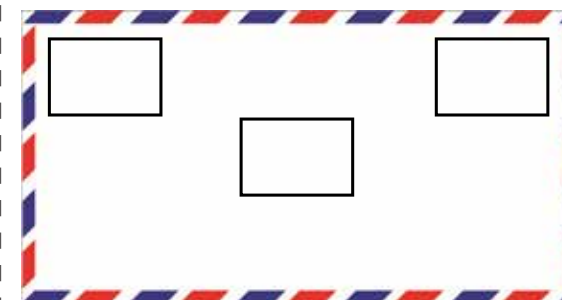
Victoria: No. Write it on the front in the top left corner.

Lucas: OK. Thank you so much.

Victoria: You're welcome. Have a nice day!

What should Lucas's envelope look like?

- A. sender's address
- B. receiver's address
- C. stamp



3 Speaking naturally

3. Conversation and comprehension

Lucas: Excuse me, would you please send this letter for me?

Victoria: Sure. Did you **write down** everything on your envelope?

Lucas: Not yet. I think I need your help. Where should I write the addresses?

Victoria: You should write the **receiver's** address in the middle. Please don't forget the **zip code**.

Lucas: I'm sending it to New York. How much do I need to pay for the stamp?

Victoria: One dollar, please. Please put it in the **top right corner**.

Lucas: How about the sender's address? Should I write it **on the back of** the envelope?

Victoria: No. Write it on the front in the top left corner.

Lucas: OK. Thank you so much.

Victoria: You're welcome. Have a nice day!

Answer the questions:

1. Where should Lucas write the receiver's address?

He should ...

2. How much should Lucas pay for the stamp?

He should ...

3 Speaking naturally

4. Practice

Lucas: Excuse me, would you please send this letter for me?

Victoria: Sure. Did you everything on your envelope?

Lucas: Not yet. I think I need your help. Where should I write the addresses?

Victoria: You should write the address in the middle. Please don't forget the .

Lucas: I'm sending it to New York. How much do I need to pay for the stamp?

Victoria: One dollar, please. Please put it in the .

Lucas: How about the sender's address? Should I write it on the back of the envelope?

Victoria: No. Write it on the front in the top left corner.

Lucas: OK. Thank you so much.

Victoria: You're welcome. Have a nice day!



4 Task

Speak out

Teacher

This is my first time to send a letter to America.
Could you help me out?

Sure! ...

You

Teacher

...

...

You

Teacher

...

...

You

Word tips

- write down
- sender's/receiver's address
- zip code
- in the middle
- top right corner

5 Summary

What did you learn in this lesson?

Words and phrases:

Sentences:

Let's check the next page!

5 Summary

You have learned the following vocabulary and sentence patterns to talk about sending a letter.

Words and phrases:



zip code



receiver



write down



on the back of



top right corner

Sentence patterns:

Where should I write the ...?

(Make a sentence)

How much do I need to pay for ...?

(Make a sentence)

