Different types of correspondence

VOCABULARY

LEVEL Intermediate

NUMBER EN_BE_2435V LANGUAGE English





Goals

- Can use simple vocabulary relating to traditional forms of correspondence.
- Can construct short phrases associated with sending items by post.





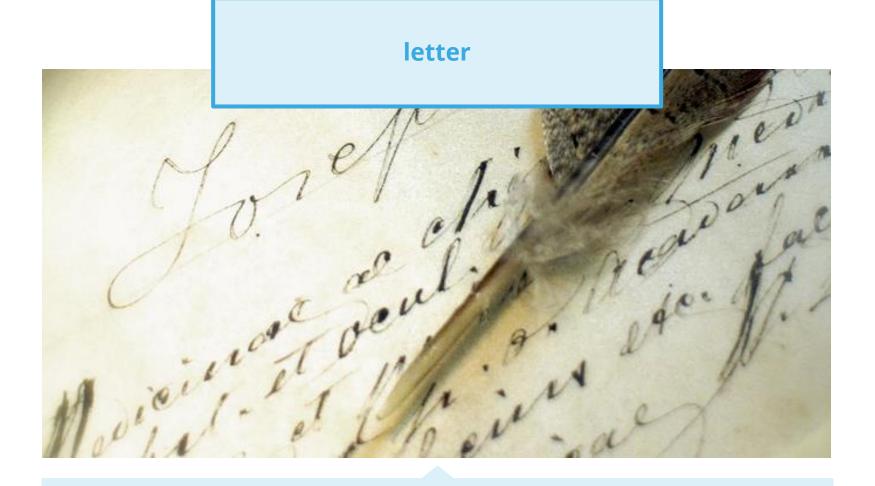


Preview and warm-up

In this lesson you are going to learn new **vocabulary** to talk about different types of **correspondence**.



I love writing **letters!**



We write a **letter** with pen and paper.



fax

postcard

We can send scanned sheets of paper by **fax**.

People often send **postcards** when they are on holiday.





note

Notes are short letters which we often don't post.



She is writing a **note** to her husband.



What do you see in these pictures?











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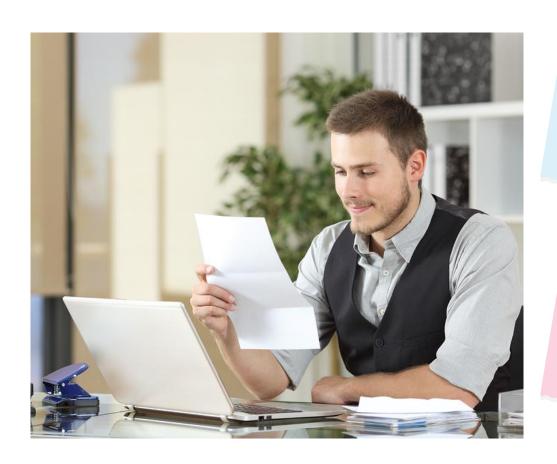
Answer the questions with your classmates.



- Have you ever used a fax machine? What do most people use now instead?
- How often do you write letters or postcards? When was the last time?
- Why don't a lot of people write letters and postcards now? What are the alternatives?



When did you last write a note to someone? What kind of notes is it common for people to write and to whom?

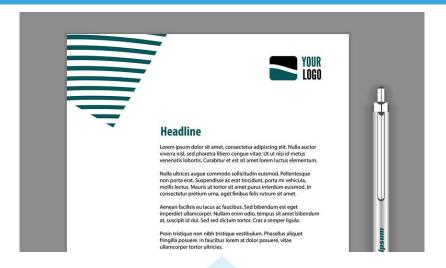


To colleagues

To family members

letterhead

A **letterhead** is at the top of a letter and often has the company name and logo.



This **letterhead** is black and blue.



New words

stamp

envelope

We use **stamps** to pay to post letters.

We put a letter inside an **envelope** to send it.







We post letters into a **letterbox**.



Fill in the gaps

Fill in the gaps with the words below.

envelope letterhead

stamp

letterbox

- 1. We have to buy a ______ before we post our letter.
- 2. Most companies have a _____ with their name and logo.
- 3. We put letters into the _____ when they are ready to be sent.
- 4. We put letters inside an ______ before we put them in a letterbox.







What is on the stamps in your country? Do you sometimes have special editions?

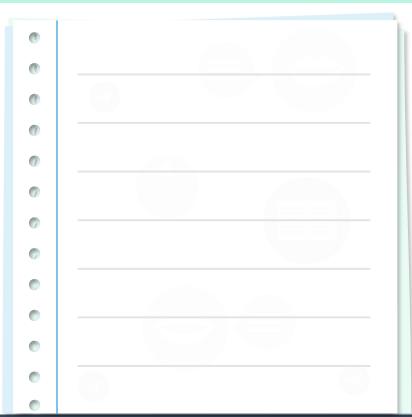






Your letterhead

Design a personal letterhead for yourself here. Think about what logo represents you and what colours you would use. Explain your letterhead to your classmates.







address

postcode

P.O. box

We write the **address** on the front of the envelope.

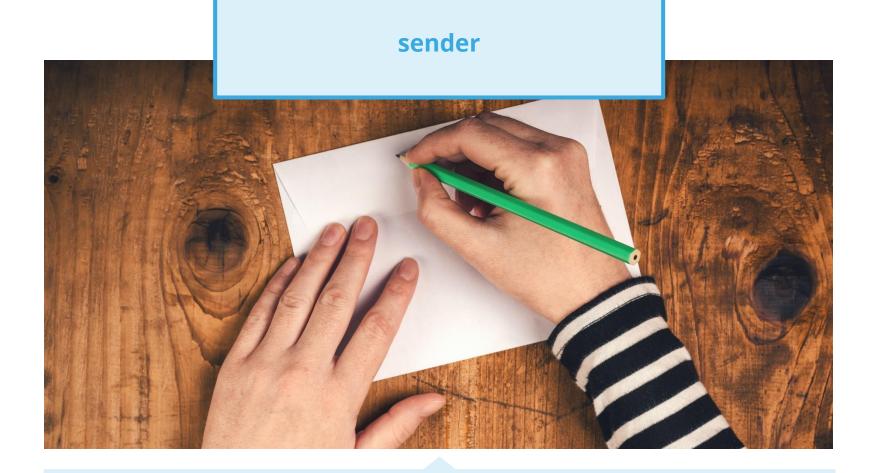
The **postcode** is a set of numbers and letters in the UK that tells the post office where you live.

A **P.O. box** is a locked box at the post office where you can receive letters.









She is writing the **sender** address on the back of the envelope.



first class

If you send something **first class**, it will arrive in one or two days.

second class

If you send something **second class**, it will take a few days to arrive.

express

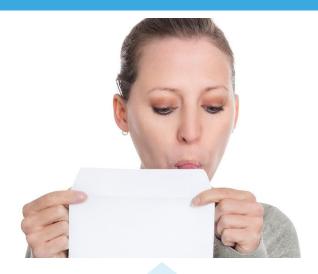
If you send something **express**, it should arrive very quickly.

recorded delivery

If you send something **recorded delivery**, the recipient will have to sign for it when it is delivered.

to seal

To seal means to close an envelope.



She is licking the envelope to **seal** it.



Sending a letter

When we have written a **letter** we put it into an **envelope** and then **seal** it. We write the **address** on the front of the envelope and we must remember to include the **postcode**. On the back of the envelope we write the **sender** address.

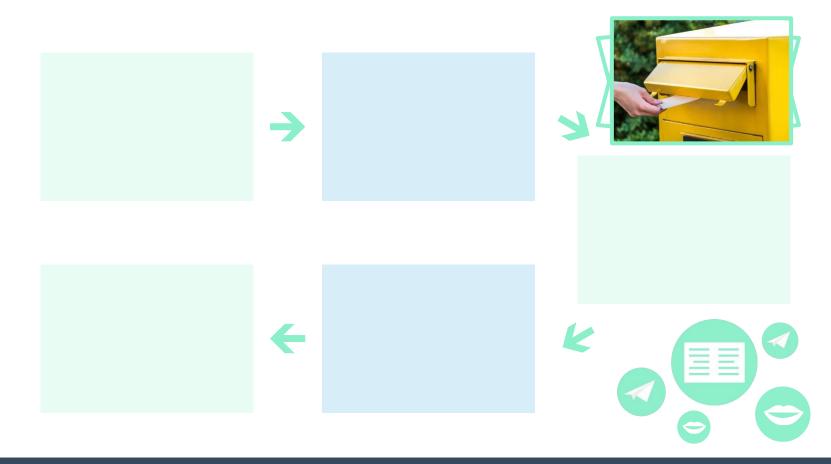
At the post office, we can decide how we want to send the letter: **first** or **second class** or by **recorded delivery**. Then, we put it in the **letterbox**.





Sending a letter

Using the text on the previous page and your own knowledge, fill in the stages of writing and sending a letter here.





Look at the prices for sending a letter first and second class in the UK below. Are the prices similar in your country? Do you think it's expensive to send letters?



First class: £2.35, arrives on the next

working day

Second class: £2.08, arrives in 2-3

working days







Why do we have P.O. boxes? Who uses them?





What kind of things do you send with recorded delivery?



Game

- Imagine you can write a letter to anyone from any year in history.
- Who are you going to write to and why?

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Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.





Reflect on this lesson

Think about everything you have seen in this lesson. What were the most difficult activities or words? The easiest?





Answer key

Exercise p. 22 1. Write the letter 2. Put in an envelope 3. Write recipient & sender address 4. Seal and stamp the envelope 5. Put in a letterbox

stamp, 2. letterhead, 3. letterbox, 4. envelope

Exercise p. 14

A, fax, B. notes, C. letter, D. postcard

Exercise p. 8





Fill in the gaps with the words on the right

1.	We pay for posting something with a .		
2.	Wean envelope before we send it.		
3.	We must include thewhen we write an address.		
4.	If we are sending something important, we send it by delivery.		
5.	A short letter which we might not post is called a		

recorded
seal
stamp
postcode
note



Write a text about sending letters in your country. Use the text on p. 21 as an example.

letter	envelope	
	stamp	
seal		
Scar		
address	postsodo	
auuress	postcode	



Homework answer key

Exercise p. 301. stamp, 2. seal, 3. postcode, 4. recorded, 5. note





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