

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**!

letter



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



New words

fax

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



postcard

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?

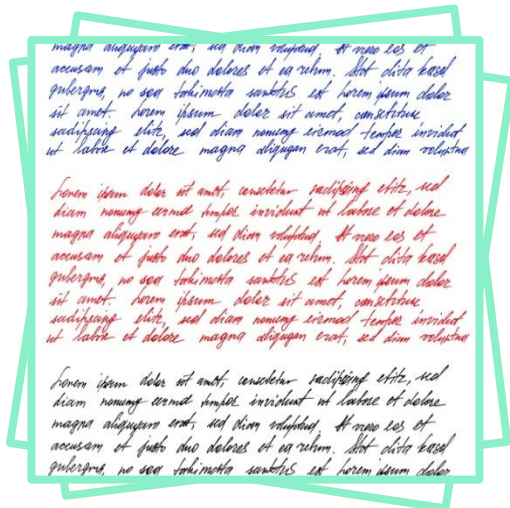
A



B



C



D





Speaking

Answer the questions with your classmates.



1

Have you ever used a fax machine? What do most people use now instead?

2

How often do you write letters or postcards? When was the last time?

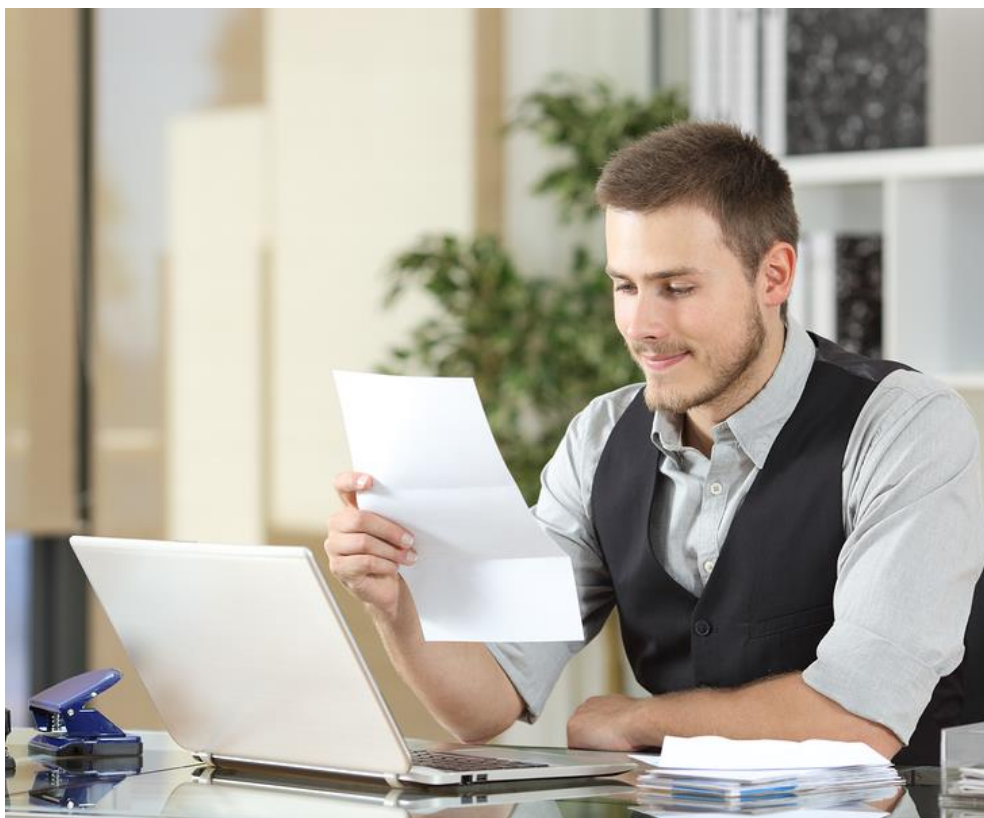
3

Why don't a lot of people write letters and postcards now? What are the alternatives?



Speaking

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

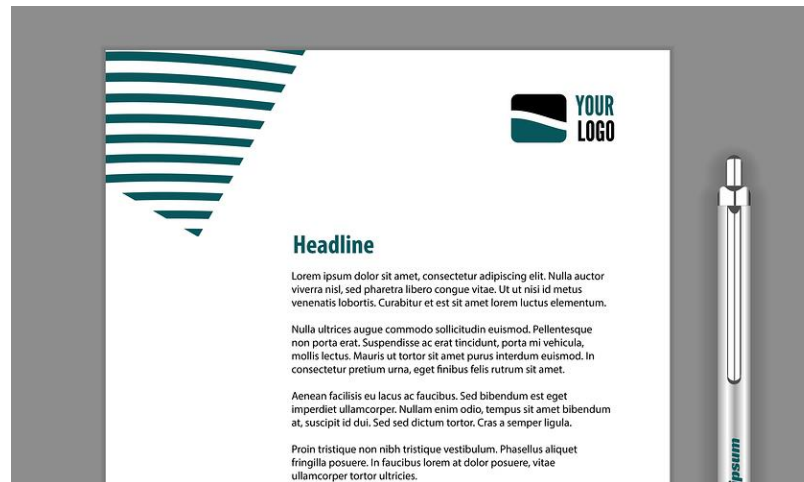


To colleagues

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

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



envelope

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



letterbox



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.





Speaking

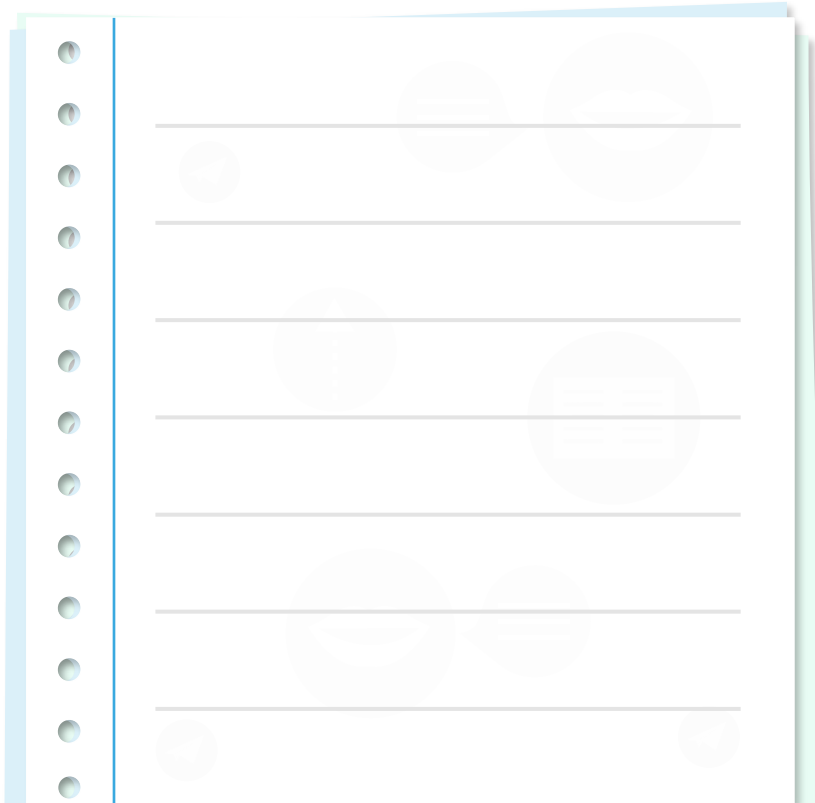
What is on the stamps in your country? Do you sometimes have special editions?





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.





New words

address

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



postcode

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

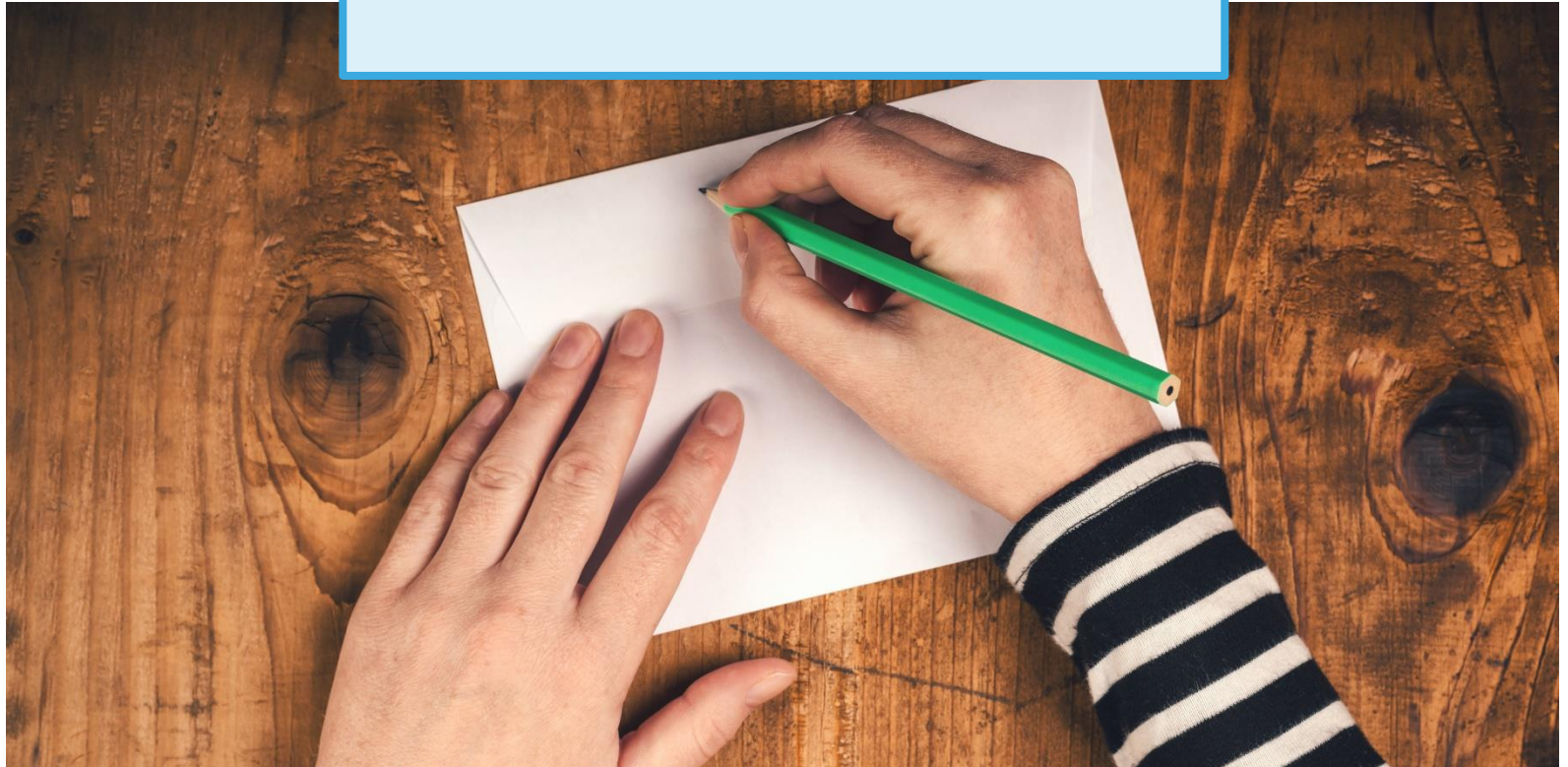


P.O. box

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



sender



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



New words

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.





Speaking

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





Speaking

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



**What kind of things
do you send with
recorded delivery?**



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.

yes

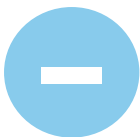
no





Reflect on this lesson

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



If you have time, go over
the most difficult slides again



Answer key

Exercise p. 8

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

Exercise p. 14

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

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





Fill in the gaps with the words on the right

1. We pay for posting something with a _____.
2. We _____ an envelope before we send it.
3. We must include the _____ when 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



Writing

postcode

31



Homework answer key

Exercise p. 30

1. stamp, 2. seal, 3. postcode, 4. recorded, 5. note



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