

## ADDRESSING A PERSONAL-SIZE ENVELOPE

<p><b>OUTCOMES</b> Students will properly address a personal-size envelope.</p>	<p><b>STUDENT GOALS</b> Students want to share their experiences and keep in touch with family and friends locally or from their native country.</p>	<p><b>MATERIALS</b> <i>Sample Addressed Personal Envelope</i> Handout/Overhead Template and Assignments Addressing a Personal-sized Envelope Learning Objects</p> <p><b>NRS EFL ESOL1-4 ABL 2-4</b> TIME FRAME 45 minutes</p>
<p><b>STANDARD</b> <i>Convey Ideas in Writing</i></p>	<p>LEARNER PRIOR KNOWLEDGE A review of the components of a personal letter would serve as a good refresher on the parts of a letter; <i>Preparing a Personal Letter</i> should precede this lesson. Students will know their personal address. The student's level of proficiency in their native language affects acquisition of a second language, remember to always build their new learning on their existing skill base.</p>	
<p><b>COPS</b> Determine the purpose for communicating</p>	<p><b>ACTIVITY ADDRESSES COPS</b> Students discuss the importance of addressing a personal-size envelope correctly.</p>	<p><b>ACTIVITIES [REAL-LIFE APPLICATIONS]</b> Step 1 - Whole group discusses the importance of addressing a personal-size envelope correctly. Stress the importance of legible handwriting.</p> <p>Step 2 - Teacher presents the following using the handout/overhead <i>Sample Addressed Personal Envelope</i>:</p> <p>Components of a personal-size envelope return address inside address</p> <p>Parts of an inside address name in full street address city, state, zip code</p> <p>Parts of a return address name in full street address city, state, zip code</p> <p>Placement of the inside address start at middle of envelope use Block Style use single spacing space once after state before zip code</p> <p>Placement of the return address upper left corner down two lines from top of envelope over 3 spaces from left edge of envelope</p>
<p>Organize and present the information to serve the purpose, context, and audience.</p>	<p>Students organize the components of a personal-size envelope and learn proper placement on the envelope through teacher presentation.</p>	
<p>Pay attention to the conventions of the English language usage, including grammar, spelling, and sentence structure to minimize barriers to readers' comprehension.</p>	<p>Students practice addressing personal-size envelopes using templates and sample addresses.</p>	
<p>Seek feedback and revise to enhance the effectiveness of communication.</p>	<p>For peer feedback, students use classroom blackboard to demonstrate envelope addressing technique using the practice assignment.</p>	

		<p>use single spacing space once after state before zip code</p> <p><b>TEACHER NOTE</b> Show students how to address an envelope appropriately, explaining the purpose and format of the return address and reviewing some of the standard postal abbreviations (e.g., P.O., state abbreviations, Ave).</p> <p>Step 3 - Students practice addressing personal-size envelopes using templates and sample addresses.</p> <p>Step 4 - For peer feedback, students use classroom blackboard to demonstrate envelope addressing using the practice assignment.</p>
<p><b>ASSESSMENT/EVIDENCE</b> Properly addressed personal-size envelope</p> <p>REFLECTION/EVALUATION <i>not yet completed</i></p> <p>NEXT STEPS</p>	<p>PURPOSEFUL &amp; TRANSPARENT Students will be able to see the value of letter writing as a means of communication.</p> <p>CONTEXTUAL After writing personal letters, students will relate the skill of letter writing to the similar skills of writing e-mails and business letters.</p> <p>BUILDING EXPERTISE Students are building a repertoire of skills to be used in their daily lives, some of which could enhance their employment skills while others enhance their communication to family and friends.</p>	

## Sample Addressed Personal Envelope

Miss Anne M. Riley (a)  
3726 Rosemont Drive (b) (1)  
Wilmington, OH 48732 (c)

Mrs. Jason Fox (a)  
25226 East 130<sup>th</sup> Street (b) (2)  
Willoughby, OH 44094 (c)

### Parts of Inside & Return Addresses (1b)

(1) Return Address consists of:

- a. your name
- b. your street address
- c. your city, state, zip code

(2) Inside Address consists of:

- a. name of person receiving letter
- b. their street address
- c. their city, state, zip code

### Placement of Return and Inside Addresses (1c)

(1) Return Address

- a. upper left corner
- b. down 2 lines from top of envelope
- c. over 3 spaces from left edge of envelope
- d. use single spacing
- e. space once after state before zip code

(2) Inside Address

- a. middle of the envelope
  - b. use Block Style-lines even at left
- c. use single spacing
- d. space once after state before zip code

## Envelope addressing assignment

Sample addresses to use for practice exercises:

Return Addresses	Inside Addresses
Anthony Duwalder 1871 Peachtree Street Ashville, NC 28803	Mrs. Janice Coleman 362 Hilliard Road Lakewood, OH 44107
Mr. Thomas Briggs 6809 Franklin Blvd. Cleveland, OH 44102	Miss Jane Richards 9876 Ventura Avenue Venice, CA 90291
Mr. Robert Baxter 12590 Wakefield Avenue Pittsburgh, PA 15062	Mrs. Christine Wallace 5634 Speedway Drive Winter Park, FL32789

\*Use a template like the one below.

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<http://www.wisconline.org>

### **Types of Business Correspondence**

**Description:** Learners examine the proper formats for block letters, modified block letters, simplified letters, memos, e-mail messages, and envelopes.

[http://www.wisc-online.com/objects/index\\_tj.asp?objID=MEA2104](http://www.wisc-online.com/objects/index_tj.asp?objID=MEA2104)

**Addressing a Personal-sized Envelope Learning Objects**