

ADDRESSING A PERSONAL-SIZE ENVELOPE				Student/Class Goal Students want to share their experiences and keep in touch with family and friends locally or from their native country.		
Outcome (lesson objective) Students will properly address a personal-size envelope.				Time Frame 45 minutes		
Standard Convey Ideas in Writing				NRS EFL 1-2		
Prewriting	Benchmarks	Drafting	Benchmarks	Editing and Revising	Benchmarks	
Topic, purpose, & audience		Organize writing		Reread & revise		
Writing for purpose		Sentences/paragraphs	2.12	Proofread		
Writing for various tasks	1.3, 2.3	Descriptive language		Feedback from others	1.2 ,2.20	
Generate ideas		Sentence structure		Checklists & rubrics		
Main idea/thesis		Spelling		Publishing	Benchmarks	
Research		Punctuation	1.15, 2.15	Technology		
Plagiarism		Capitalization	1.16, 2.16	Publication		
Sources		Parts of speech				
Organize ideas						
Organizational pattern	2.9					
Materials Sample Addressed Personal Envelope Handout/Overhead Template and Assignments Addressing a Personal-size Envelope Learning Objects						
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.						
Instructional Activities Step 1 - Whole group discusses the importance of addressing a personal-size envelope correctly. Stress the importance of legible handwriting. Step 2 - Teacher presents the following using the handout/overhead <i>Sample Addressed Personal Envelope</i> : Components of a personal-size envelope return address inside address Parts of an inside address name in full street address city, state, zip code Parts of a return address name in full street address city, state, zip code Placement of the inside address start at middle of envelope use Block Style use single spacing space once after state before zip code Placement of the return address upper left corner down two lines from top of envelope						

over 3 spaces from left edge of envelope
use single spacing
space once after state before zip code

TEACHER NOTE 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).

Step 3 - Students practice addressing personal-size envelopes using templates and sample addresses.

Step 4 - For peer feedback, students use classroom blackboard to demonstrate envelope addressing using the practice assignment.

Assessment/Evidence *(based on outcome)*

Properly addressed personal-size envelope

Teacher Reflection/Lesson Evaluation

Not yet completed.

Next Steps

Addressing a Personal-sized Envelope Learning Objects will give students additional practice with business letter formats.

Technology Integration

Purposeful/Transparent

Students will be able to see the value of letter writing as a means of communication.

Contextual

After writing personal letters, students will relate the skill of letter writing to the similar skills of writing e-mails and business letters.

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.

Sample Addressed Personal Envelope

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

Mrs. Jason Fox (a)
25226 East 130th 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

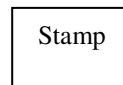
- a. middle of the envelope
- b. use Block Style-lines even at left
- c. use single spacing
- d. space once after state before zip code

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.





<http://www.wisconline.org>

Types of Business Correspondence

Author: Barb Portzen

School: Mid-State Technical College

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

Addressing a Personal-sized Envelope Learning Objects