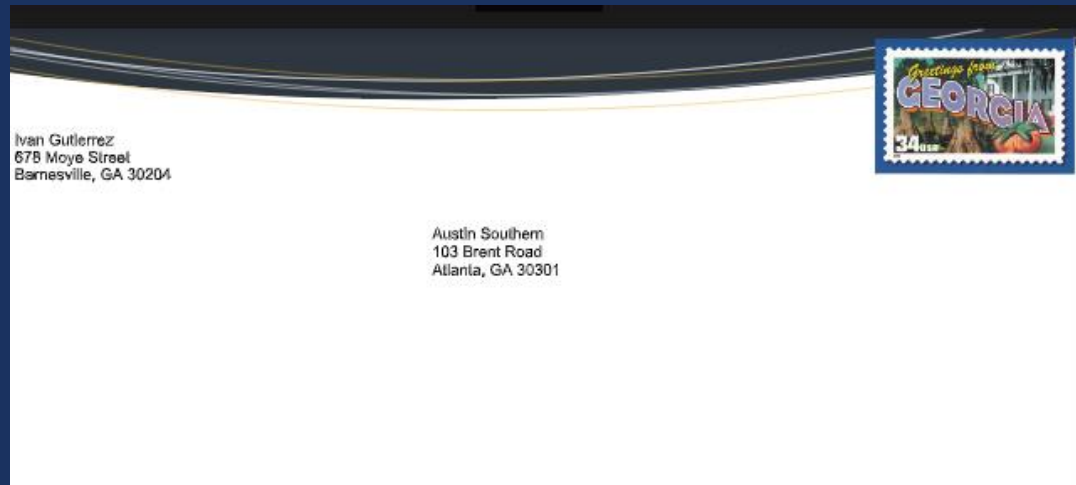


ADDRESSING ENVELOPES

DO YOU KNOW HOW TO ADDRESS AN ENVELOPE?

BMT-BT-3 SCHOOL TO WORK EMPLOYABILITY SKILLS



Grade:	100
Comments:	Ivan-Correct formatting used with proper zip codes and street addresses.

LESSON PLAN-ADDRESSING ENVELOPES

https://www.scholastic.com/teachers/sponsored-content/USPS/final_project/

LESSON PLAN-ADDRESSING ENVELOPES

OBJECTIVES

Students will:

- Write, address and mail a letter they wrote.
- Develop narratives using effective technique, description, and sequence; organize and develop writing appropriate to purpose and audience.
- Demonstrate use and knowledge of capitalization, punctuation, and spelling.

MATERIALS

- Envelope example
- Template for addressing letters using Microsoft Office

During Instruction

Step 1. Download the Stationery Template. Distribute copies to your class, a on the google classroom portal and then demonstrate how to cut out the card and assemble the envelope.

Step 2. Now it is time for students to write and design the final version of their letters. If you completed other lessons in the unit, students should choose one of the letters they drafted. Tell students to have fun and be creative: They can color and design their cards any way they wish.

Step 3. Hand out the Final Project Checklist printable and review it with the class. Students may assess their own letters using the list, or students could use the list for peer review.

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Step 4. As indicated on the Final Project Checklist printable, have students verify the address for their letters and copy the address onto their envelopes. Remind students that they will need to bring in a stamp in order to mail their letters along with their classmates' letters.

Step 5. After letters are completed, addressed, and stamped, mail the letters as a class. Based on the circumstances of your school:

- Take a field trip to the post office
- Take a walking field trip to a nearby mailbox in the neighborhood
- Walk to the school mailbox on site



Optional: Explain how mail arrives and is distributed at the school. TIP: Find out when the mail is picked up from the main office and have your students meet the school's mail carrier to see how mail is sent out


STUDENT INSTRUCTIONS

The screenshot displays a user interface for a course titled "Business Technology" in the "2020 Spring" session. The navigation bar includes "Instructions" and "Student work" tabs. The main content area features a task titled "Envelopes" with a document icon, a value of "100 points", and a vertical ellipsis menu. The task is attributed to "Sharonda Bostic" on "Feb 10". The instructions are: "Address a sample envelope using word or publisher and attach it to this portal". Below the instructions is a "Class comments" section with a text input field containing the placeholder "Add class comment..." and a submit button with a right-pointing triangle.

Business Technology
2020 Spring



Instructions Student work

 Envelopes 100 points 

 Sharonda Bostic Feb 10

Address a sample envelope using word or publisher and attach it to this portal

Class comments

SAMPLE ENVELOPE

Your Name
Your Street Address
Your City, State, Zip Code

Recipient's Name
Street Address
City, State, Zip Code

STAMP