

Life Skills

1 ASK ABOUT SENDING MAIL

A PAIRS. Match the pictures with words from the box.

large envelope  
letter  
mailing tube  
package  
postcard



1. large envelope



2. \_\_\_\_\_



3. \_\_\_\_\_


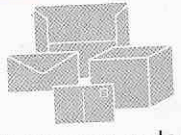




4. \_\_\_\_\_



5. \_\_\_\_\_

B Look at the chart of post office mailing services. Read the sentences. Circle True or False.

SERVICE	PACKAGE or LETTER	SPEED	SERVICE	PACKAGE or LETTER	SPEED
Express Mail	 70 pounds or less	1-2 days	First-Class Mail	 13 ounces or less	1-3 days
Priority Mail	 70 pounds or less	1-3 days	Parcel Post	 70 pounds or less	2-9 days

- You can send a 30-pound package by Priority Mail. True    False
- You can send a letter by Express Mail. True    False
- You can send a 20-pound package by First-Class Mail. True    False
- You can send a postcard by Parcel Post. True    False
- It takes three days for an Express Mail package to arrive. True    False
- It takes two to nine days for a Parcel Post package to arrive. True    False

C PAIRS. Compare your answers.

**D PAIRS.** Look at the list of extra mailing services. Then read what each customer wants. Which mailing service is the best match for each customer?

### Extra Mailing Services

**Certificate of Mailing**

You get a receipt to show you mailed the item on a certain date.

**Delivery Confirmation**

You can find out when your package is delivered.

**Certified Mail**

You get a receipt to show you mailed the item. You can find out when the item is delivered and who signs for it.

**Insurance**

If your package is lost or damaged, you get money back.

**Registered Mail**

You get a receipt to show you mailed the item. Your item is both certified and insured.

**COD (Collect on Delivery)**

The person who receives the item pays for the cost of mailing.



I want a receipt to show I mailed this letter today. And I want to know when the letter arrives. I don't need insurance.



I'm sending a gift to my brother. I want my money back if the package gets lost. I don't need the package certified.

## 2 PRACTICE

CD1 T31

Listen to a conversation between a customer and a post office clerk. Write the missing words.

**Customer:** Hello. I'd like to mail this \_\_\_\_\_.

**Clerk:** How do you want to send it?

**Customer:** How long does \_\_\_\_\_ take?

**Clerk:** Two to nine days.

**Customer:** OK. I'll send it \_\_\_\_\_.

**Clerk:** Do you want \_\_\_\_\_ or insurance?

**Customer:** Yes. \_\_\_\_\_, please.

## 3 LIFE SKILLS WRITING

Complete a post office customs form. See page 257.

Can you...ask about sending mail?