

Build your vocabulary – At the post office

With these activities you will learn words about the Post Office. Before you continue, answer these questions:

- 1) Do you ever go to the Post Office?
- 2) What do you do there? How do they help you?
- 3) What other things do you think the Post Office can help you with?

The Post Office is a very useful place. At the post office, you can post letters and parcels, collect money, buy stamps and many other items, and fill out important forms.

Before we continue, look at these pictures of a post office. Do you know the words for some of the things in the pictures?










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Activity 1

You are going to learn some useful words about the Post Office.

First, match the words to the pictures.

Word	Picture
scales	
stamp	
letter	
envelope	
passport application form	
parcel	
driving licence application form	

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<p>padded envelope</p>	
<p>book of stamps</p>	
<p>box</p>	
<p>leaflet</p>	

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Now, learn how to spell the words by doing Look – Say – Cover – Write - Check

Look – Say – Cover – Write - Check			
	Practice 1	Practice 2	Practice 3
scales			
stamp			
letter			
envelope			
passport application form			
parcel			
driving licence application form			
padded envelope			
book of stamps			
box			
leaflet			

Activity 2



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Now you have learned the words, this activity will help you to say them correctly.

Say the words aloud. Think about where the strong sound is in the word.

Put the word in the correct group. 0 is the strong sound, o is the weak sound.

For example:

With the word *en-vel-ope*, the strong sound is at the beginning, so you would write it in the 0 o o category.

stamp	let-ter	par-cel	scales	pass-port
dri-ving	en-vel-ope	app - lic - a - tion	leaf-let	box
li-cence	pad-ded	form		

o

0oo
en-vel-ope

o o 0 o

0o

Activity 3



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Read the sentences below and fill the gaps with the missing word. Each time, you will have a choice of 3 words.

For example: I went to the post office to buy stamps. *bank/ post office/supermarket*

I wrote _____ to a friend. *a letter / an envelope/ a parcel*

I put the letter in _____. *a box/ an envelope /a parcel*

On the envelope, I stuck _____. *a stamp/ a letter/ a book of stamps*

I bought _____ of 6 first-class stamps. *a padded envelope/ scales / a book*

I wanted to send something fragile, so I put it in _____. *a letter/ an envelope/ a padded envelope*

I sent a present to my friend. It was big so I put it in _____. *a box/ an envelope / scales*

I need a passport so I will fill in _____. *a leaflet/ an application form/ a letter*

I needed information about post office banking so I picked up _____. *a box/ a leaflet/ scales*



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Activity 4

Now that you have found the missing words, put the sentences in the correct order in this next activity.

I a letter wrote.

I an put it in envelope.

I book of stamps bought a.

I stamp stuck on a.

I put a box parcel in the.

I a parcel on placed the scales.

I a passport filled out application form.

I a leaflet about picked up.

