

TOPIC ELEVEN STUDENT GOALS, NOTES AND PRACTICE

Goals for the Student

- Ask for stamps. Know how to buy stamps.
- Know how to purchase a money order.
- Know *Pay To* and *Purchaser*.
- Address an envelope correctly.

Notes and Practice

Use the blank space on this page and the next page for taking notes and to practice writing

TOPIC ELEVEN: Post Office and Money Orders

VOCABULARY

Verbs

- | | |
|------------------------|------------------------|
| 1. Write, To write | 5. Repeat, To repeat |
| 2. Address, To address | 6. Send, To send |
| 3. Spell, To spell | 7. Pay for, To pay for |
| 4. Copy, To copy | 8. Mail, To mail |

Phrases

- | | |
|----------------------------|---------------------------|
| 1. Who's next? | 5. How much will it cost? |
| 2. Where's it going? | 6. What's inside? |
| 3. That'll be seven fifty. | 7. What are the contents? |
| 4. I need to buy | |

Nouns

- | | | |
|----------------|---------------|--------------------|
| 1. Copy | 7. Amount | 13. Stub |
| 2. Money order | 8. Envelope | 14. First class |
| 3. Receipt | 9. Letter | 15. Return address |
| 4. Stamps | 10. Package | 16. Third class |
| 5. Change | 11. Contents | 17. Airmail |
| 6. Pay To | 12. Purchaser | 18. Postal Clerk |

READING AND SPEAKING EXERCISE

Who's next?

Oh, I am.

I'd like a money order.

For how much?

Seventy-five dollars.

Where's it going?

Mexico city.

That'll be Seventy-eight dollars, please.

Anything else?

I need a receipt.

The blue copy is your receipt.
Keep the stub from the money order.

Thanks.

I need a post office box.

How much will one cost?

\$2.00 a month.

Going to Mexico?

OK. What's inside the package?

Some clothes, and drugstore items, like aspirin and antihistamines.

OK. That'll be 8.75.

Anything else?

I need a money order for 50 dollars.

Sure.

How long will it take.

A coupla weeks. Not so long for third class.

For first class?

Be there the end of the week.

How much does each cost?

First class costs ----.

Third class costs ---.

I'll take third class. Thanks.

Who's Next?

Who's next?
 What can I do for you?
 I need some stamps.
 I need to send these letters.
 Sure. Where're they going?
 To Mexico.
 To my hometown,....
 That'll be fifty cents a letter.
 Fifty cents each.
 OK. Three letters.
 Three stamps.
 One-fifty.
 That's right.
 Thanks.

Write Home, Please.

Write home, Pedro.
 Write home, please.
 What'll I say?
 So much work, so little pay.
 Write home, Pedro.
 Write home anyway.
 What'll I say?
 English is hard.
 Everything costs a lot.
 Say that. Tell your mom.
 Tell your mom we're OK.
 I don't have stamps.
 I don't have money to send her.
 I'm too tired to write.
 I'll go to the post office with you.
 OK. I'll write.
 We'll go together.

Write the Sentence: *I'd like to buy a money order.*

I'd like to buy a money order.

Write the words: *Receipt, Stamps, Change, Envelop*

Receipt				
Stamps				
Change				
Envelop				

Write the Sentence: *Keep your receipt and stub.*

Keep your receipt and stub.

Write the question: *How long will it take to arrive?*

How long will it take to arrive?

Write the question: *What are the contents of the package?*

What are the contents of the package?

Copy the sentences into the blank lines that follow.

I need ten stamps.
Do you have change for a dollar?
I'll send it first class.

Write the words: *Write, Spell, Address, Copy, Send* in the spaces below.

Write				
Spell				
Address				
Copy				
Send				

Copy the sentences into the blank lines that follow.

How do you spell your name?
I need a copy.
I'll send it second class.

Copy the sentences into the blank lines that follow.

Can you spell?	No, I can't spell.
I think you can spell.	Yes I can spell.
Can you send it to mom?	No, I can't send it to mom.
I think you can.	Yes, I can send it.
Can you pay for it?	No, I can't pay for it.
You have to pay for it.	Yes, I can pay for it.

How to buy a USA postal money order

1. Have the amount in cash plus the fee for each money order you want to buy. You will have to pay a small fee for the money order.
2. Go to the U.S. Post Office.
3. Wait in line to see a postal clerk.
4. Tell the postal clerk: "I need a money order for ____ dollars, please."
5. Pay the cash for the money order. Remember there is an extra fee charge.
6. Count your change.
7. Fill out the money order with the *Pay To* name and address, and the *Purchaser* name and address.
8. Keep the customer receipt or stub.
9. Send the money order.