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

TWELVE TOPICS FOR ESL BEGINNERS – Student Workbook

TOPIC ELEVEN: Post Office and Money Orders

VOCABULARY

Verbs

- 1. Write, To write
- 2. Address, To address
- 3. Spell, To spell
- 4. Сору, То сору

- 5. Repeat, To repeat
- 6. Send, To send
- 7. Pay for, To pay for
- 8. Mail, To mail

Phrases

- 1. Who's next?
- 2. Where's it going?
- 3. That'll be seven fifty.
- 4. I need to buy

- 5. How much will it cost?
- 6. What's inside?
- 7. What are the contents?

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?

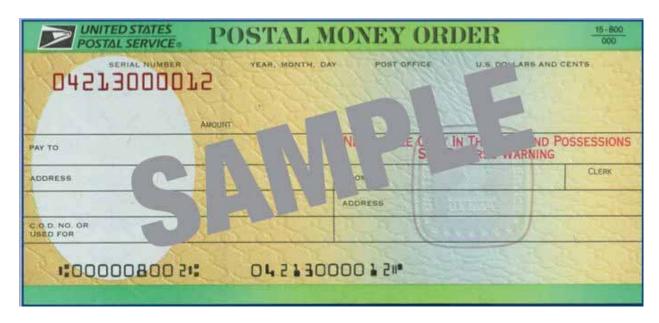
Be there the end of the week.

How much does each cost?

First class costs ----.

Third class costs ---.

I'll take third class. Thanks.



Who's Next? Write Home, Please. Who's next? Write home, Pedro. What can I do for you? Write home, please. What'll I say? I need some stamps. I need to send these letters. So much work, so little pay. Sure. Where're they going? Write home, Pedro. To Mexico. Write home anyway. To my hometown,.... What'll I say? English is hard. That'll be fifty cents a letter. Everything costs a lot. Fifty cents each. OK. Three letters. Say that. Tell your mom. Tell your mom we're OK. Three stamps. One-fifty. I don't have stamps. I don't have money to send her. That's right. I'm too tired to write. Thanks. I'll go to the post office with you. OK. I'll write.

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

I'd like to buy a money order.			

We'll go together.

Write the words: Receipt, Stamps, Change, Envelop

write the w	oras: <i>Receip</i>	ot, Stamps, Ci	nange, Enve	юр
Receipt				
Stamps				
Change				
Envelop				
Write the Se	entence: <i>Kee</i>	ep your recei	pt and stub.	
Keep your	receipt and	l stub.		
Write the a	uestion: <i>How</i>	v lona will it	take to arriv	ve?
	vill it take			

TOPIC ELEVEN: Post Office and Money Orders

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.

		1
Write		
Spell		
Address		
Сору		
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.

TOPIC ELEVEN: Post Office and Money Orders

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.