

## TOPIC ELEVEN TEACHER NOTES

### 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 to the teacher

The eleventh topic should discuss the post office and sending a money order to their home country. Many students work to be able to send the money home. If you have never bought a money order, try to do it. The experience will help.

### Suggestions

1. Bring some stamps and envelopes to class. You can recycle old envelopes from your junk mail for students to practice on.
2. Role-play buying stamps. Make change. Ask for a receipt.
3. Answer questions about mail in your area. Go to the post office and find out what you don't know.
4. Ask a student you know if you can go to the post office with him or her.

### Materials You Will Need

- Stamps and envelopes. Old envelopes to practice addressing.
- Sample money order. Perhaps the real thing.
- Set up Post Office role-play situations.
- Some change to count.

### Reading and Writing Exercises

- Fill out a sample money order together.
- Work on weights and measurements.

### **Skills to practice:**

- Writing on the lines in small print.
- Counting change.
- Asking for assistance.
- Pointing out incorrect change.

### **Concepts to teach**

- The uses of the money order.
- Holding onto one's receipt.
- Gray area on the form
- Use a Ball Point Pen. Black or blue ink.
- Have some kind of positive identification, when and if necessary.

### **Teaching Technique**

1. Present a situation where money must be sent through the mail. Include needing the receipt that you paid the money. Examples: There is a money emergency at home. You must pay a bill or a fee. You must pay money back to your brother.
2. Use flash cards to introduce vocabulary.
3. Practice with a listening exercise. Say the words quickly, and then have the students say them, so they will recognize them when a clerk speaks.
4. If they already know the above:
  - a. Talk about other writing problems. Have an exercise with listening for the correct numbers and amounts.

### **Competency**

- I know how to ask for stamps.
- I can get change.
- I can ask for a money order.
- I can keep the receipt.

## TOPIC ELEVEN: Post Office and Money Orders

### VOCABULARY

#### Verbs

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- |                        |                        |
|------------------------|------------------------|
| 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

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|----------------------------|---------------------------|
| 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

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- |                |               |                    |
|----------------|---------------|--------------------|
| 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.**

<b>Write</b>				
<b>Spell</b>				
<b>Address</b>				
<b>Copy</b>				
<b>Send</b>				

**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.