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 envelops 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

<u>Verbs</u>

- 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

5. How much will it cost?

7. What are the contents?

8. Mail, To mail

6. What's inside?

Phrases

- 1. Who's next?
- 2. Where's it going?
- 3. That'll be seven fifty.
- 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 17. Airmail 11. Contents 5. Change 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.

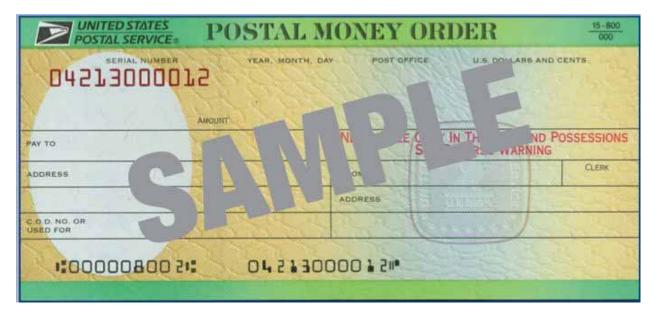
How long will it take.

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.

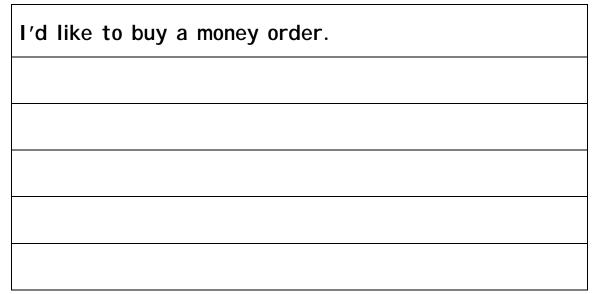
Write Home, Please.

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.

OK. I'll write.

We'll go together.

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



TWELVE TOPICS FOR ESL BEGINNERS – Teacher Guide

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		
Сору		
Send		

Copy the sentences into the blank lines that follow.

How do you spell your name?

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.