

Postal Service Writing a Letter

Objective(s): The student will be able to:

- Name the steps of writing a letter.
- Describe how to write a letter.
- Identify the duties of a mail carrier

TEKS:

(10) Citizenship. (D)

Vocabulary:

- Postal services
- Salutation
- Closure

Materials:

- Paper
- Pencils
- Social studies box that contains envelopes, stamps, books, mail box, red flag,

Learning strategies:

1. To start off the activity we will read a book called, “ In my neighborhood: Postal Workers” by Paulette Bourgeois.
2. After reading the book we will go over the steps of writing a letter, guided by a power point (transparencies)
3. After the steps we will go over the social studies box, I will show the students what is inside and how it is relevant to the post office.
4. Then we will review the steps to writing a letter.
5. To evaluate the students they will write a letter that includes all the steps of a letter
6. The students will then put the letters in the mail box which is the social studies box. (The teacher will take the letters and deliver them the next day)
7. Use of technology: The students will come up with some questions about the postal service that they would like to find the answers to. They wil then go to usps.com the

united postal service website and navigate the website to find the answers.

8. Conclusion: To conclude the lesson we will review the objectives, naming the different parts of writing a letter, a describing the different parts and identifying the responsibilities of a mail carrier.
9. Evaluation: The students they will write a letter to a classmate using the writing process.

Parent/family/community inclusion:

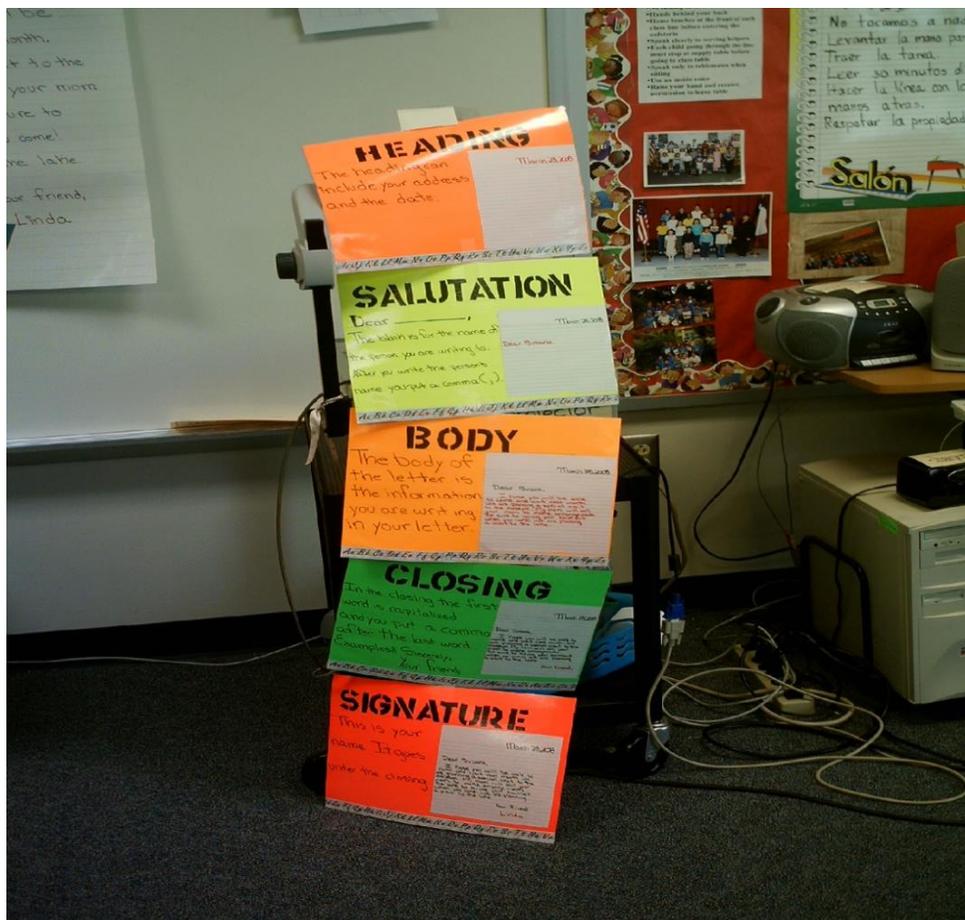
A way to include the parents will be to have them show the students how they fill out the envelope when they send payments and also to encourage them to write letters to relatives who live far away.

Academic reinforcement/extension:

An extension of this would be to take a trip to the post office or to get someone from the post office to come and talk to the class.

Images





HEADING
The heading
include your address
and the date

SALUTATION
Dear _____
The salutation is the name of
the person you are writing to.
Start by writing the person's
name, followed by a comma (,).

BODY
The body of
the letter is
the information
you are writing
in your letter.

CLOSING
In the closing the first
word is capitalized
and you put a comma
at the end of the word.
Examples: Sincerely,
Your friend,

SIGNATURE
This is your
name. It goes
under the closing.