



How Does it Get There?

Participant Name:	Jessica L. Smith
District:	Massena Central School District
Grade Level:	1st
Subject/Course:	Technology
Cross-curricular Link:	ELA STANDARDS
Approximate Time (IN MINUTES):	Approximately 20-30 min.

CONTENT AND SKILLS
Learning Objectives: - Students will identify the parts of an envelope. - Students will explain why envelopes need specific parts to get from place to place.
Essential Questions (optional): - How do people send messages to each other over long distances? - How can we use technology to communicate with someone far away?
Students' I can statements . . . - I can identify the parts of an envelope. - I can show how to communicate with people far away.
How will you meet the needs of SWD and ELL/MLL students? - Use text-to-speech tools if needed. Audiobooks or narrated videos can help reinforce concepts. - Ensure that all digital materials are compatible with screen readers and other assistive technologies. - Use high-contrast text, larger fonts, and provide alternative text for images to make content more accessible. - Offer one-on-one or small group support to reinforce concepts and provide additional explanations. - Reinforce vocabulary through repetition and use in different contexts. - Pair ELL students with more proficient English speakers for group activities. - Provide graphic organizers or templates to help students structure their responses.
NYS COMPUTER SCIENCE AND DIGITAL FLUENCY STANDARDS List all standards that authentically align (e.g., K-1.CT.4)
K-1.NSD.4: Identify how protocols/rules help people share information over long distances.

OTHER SPECIFIC STANDARDS (e.g., Content, SEL Benchmarks)

List all standards that authentically align

<https://www.p12.nysed.gov/sss/documents/SELBenchmarks2022.pdf>

- 1R2: Identify a main topic or idea in a text and retell important details.
- 1W4: Create a response to a text, author, theme or personal experience

INSTRUCTIONAL PLAN

List the steps of the lesson, including instructions for the students.

Add and highlight Standard Indicator next to activity that aligns

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Introduction:

Read aloud the story, "The Lost Letter to Santa by Mary Bee." (Note: There are other read aloud books that include letter writing (ex. Thank You Mr. Blueberry, Thank You Aunt Tallulah, Letters to my Teacher). While reading be sure to point out the mailbox. Ask students if they have their own mailbox or if they need to go to the Post Office. Discuss the steps of writing and sending a letter. **(1R2) (K-1.NSD.4)**

Lesson:

(Day 1)

1. Make a large envelope out of poster paper to be shared with the whole class.
2. Identify and label the parts of an envelope:
 - a. Return Address (upper left hand corner)
 - b. Stamp (upper right hand corner)
 - c. Address (center of envelop)
 - i. An address contains the name of the person we are sending the letter to
 - ii. The number of their house and their street/road name
 - iii. Their city, state, and zip code
3. Discuss with students why the above is important to put on an envelope. See if students can think of any other places that need an address to ensure something gets to its rightful place/owner.
4. Give each student an envelope and a stamp and have them address it to Santa. **(K-1.NSD.4)**

(Day 2)

5. Create a class letter to be sent to Santa. Be sure to go over and label the important parts of the letter (ex. Date, Greeting, Body, Closing)**(1W4)**

(Day 3 & 4)

6. Give each student a [letter template](#) and/or have them use the template to write their own letter to Santa (this template can be a paper hand-out or online template). (*You may wish to follow the drafting process with your students depending on their ability to do so).
7. Place our letter in our envelopes to be sent to Santa.

Conclusion (Day 5):

1. Take a trip to the local Post Office!
2. Place our envelopes in the mailbox and have the postmaster give us a tour of the facility showing us what will happen to our letters next. **(K-1.NSD.4)**

*Note: If you are unable to take a field trip to the local Post Office, consider having the Postmaster or Mailman come visit you at school.

Extension:

An extension to this lesson would be to set up Penpals for each of the students. Students could even do this via email to learn the importance of addressing an email. **(K-1.NSD.4)**

SPECIFIC NEEDS: MATERIALS / RESOURCES / TECHNOLOGY

Add additional resources needed for this lesson such as instructional technology templates, images, videos, etc.

- “The Lost Letter to Santa” by Mary Bee (Children's Book)
- Poster Board
- Envelopes
- Stamps
- [Letter Template to Santa](#)