

# United States Post Office

(Intermediate)

**Contact information:**

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United States Post Office

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**Purpose:**

1. to learn about US postal shipping regulations
2. to learn about the mail distribution process
3. to learn about draft requirements

**Materials:**

1. customs shipping label
2. pamphlet on registering for the draft

**Vocabulary:**

postman, mail carrier, mailbox, P.O. box, addressee, mailing address, return address, certified mail, aerogramme, airmail, fragile, perishable, zip code,

**Reading:**

*The Oxford Picture Dictionary* – page 96 U.S. Mail

*The Oxford Picture Dictionary Workbook* - page 96

*Read All About It (Starter)* unit 3: HiTech Families

**Speaking:**

Divide students into conversation groups with 3-4 students to a group. Try to group students with diverse languages if possible. Each question is answered by all of the members in the group. Distribute shipping label and draft pamphlet. Discussion questions:

1. How do you communicate with friends and family in your country?
2. Do you typically call, write letters, ship packages, or email?
3. How often are you in touch with your family back home?
4. What would you love to have shipped from your country to Greenville?
5. What are some things you cannot mail to your home country?
6. What is your zip code?
7. Where is the closest post office to your home?
8. What services does a U.S. post office offer?

**Summary of trip:**

Mary was our guide for the trip. She set the rules for touring a federal building: no photographs inside the facility; only go in designated areas; stay with the group; people are working so let them do their jobs. Mary took us into the mail distribution center. She began near the post office boxes and discussed the different sizes available for purchase. Mary also answered questions about shipping items to and from other countries. Students asked questions about shipping restrictions to their country. Each country is unique in its shipping requirements.

The group moved to the mail carrier section where letters were sorted for delivery. The students observed how each mail carrier was responsible for sorting their mail, loading it, and delivery. Larger packages were processed in a different way. A mail carrier demonstrated how packages are scanned by a bar code and then delivered.

The students also learned how out-going mail was processed. We observed machines scanning letters for bulk distribution according to zip code. The students saw the loading area where trucks are loaded with out-going mail. Mary answered questions through out the tour.

**Writing:** As a large group, students discuss the trip. The instructor guides the conversation. How much does it cost to mail a letter in the United States? How much does it cost to mail a letter to your country? How long does it take to get there? How can you buy stamps? What do you typically send home? Following the large group discussion, the instructor gives some writing prompts. Students chose one to write about:

1. Describe the class trip to the post office.
  - What did you learn?
  - Would you like to work there?
  - What do you think about the job?
2. Write a descriptive paragraph about a mail carrier's job.