

ADDRESS AN ENVELOPE

Getting a letter in the mail is a very exciting thing. Have you ever wondered how they get to the right place? You have to have the address on the envelope. And it has to be written in just the right way or they won't be able to deliver the letter. I remember my lil' sis was told to do this, so she drew a picture of a dress on the envelope and mailed it ... true story.

FLIP OVER FOR YOUR NEXT CHALLENGE



EARN THIS NUGGET

Address three envelopes by hand and mail them to three friends. I recommend that you write a quick note inside about how great SkillTrek is.

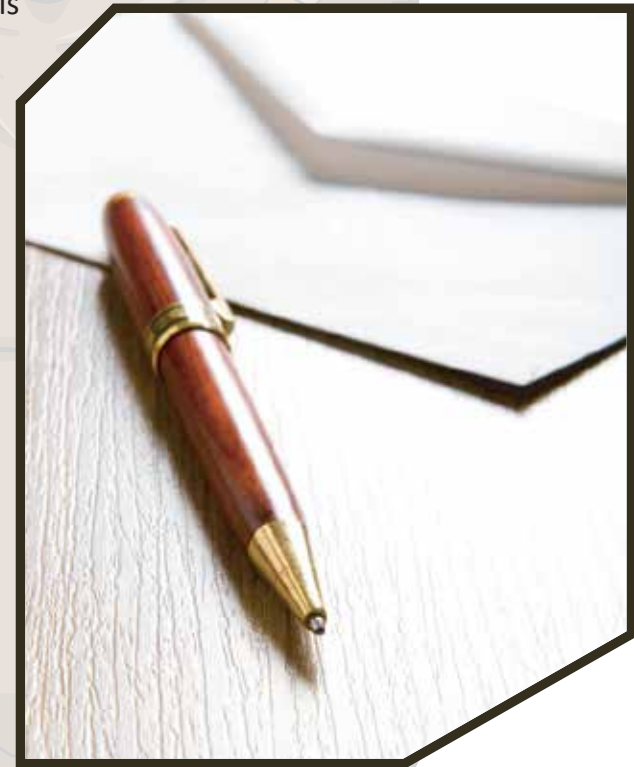
LEVEL E

PERIOD 8

TASK 2

So, how do we write an address on an envelope?

1. First, you write the full name of the person or the family that the letter is being written to. This will be the top line of the address and should be in the center of the envelope.
2. Next, you write the address of the house, starting with the house number and road name (include apartment number or any other distinction here).
3. Next line will be the city they live in, along with the state, and the ZIP code.
4. Now, another part that is important is a return address. This is important so that if for some reason the letter can't be delivered, the post office knows who to return it to. So in the top left-hand corner write your name, house number and street, city, state, and ZIP code in the same format. It is usual to write this smaller than the main address in the center of the envelope.
5. Finally, you'll need a stamp on the top right-hand side. Aside from putting the letter inside and sealing the envelope, you are ready to go.



So, you are good to go. One other thing they always tell you about writing a letter - never put money inside a letter. You should send a check instead. But that will be for another lesson.