ADDRESS AN ENVELOPE · EXAMPLE

How to address an envelope

🎯 **I can name the three parts on the front of an envelope.**



1 The three parts 🔍

1	**Return address**	Your name and address. It goes in the top left corner, so the letter can come back to you.
2	**Stamp**	It pays for the trip. It goes in the top right corner.
3	**Delivery address**	The person you are writing to. It goes in the middle, in bigger writing.

2 Every address has three lines 📝

Line 1	The name of the person	**Mr. Sam Reed**
Line 2	The house number and the street	**480 Pine Road**
Line 3	The city, the state and the ZIP code	**Denver, CO 80203**

Write the two letters of the state in capitals, like TX or CO. Do not put a comma before the ZIP code.

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ADDRESS AN ENVELOPE · WORKSHEET

Label the parts of an envelope

Name _____ Date _____

1 Write the name of each part

Word bank: stamp, delivery address, return address



1 _____ 2 _____ 3 _____

2 Put the lines of each address in the right order

Portland, OR 97201
9 Elm Street
Dr. Lee Park

1. _____
2. _____
3. _____

55 Hill Road
Ms. Kim Stone
Boston, MA 02108

1. _____
2. _____
3. _____

3 Where does it go? Circle the answer

1. Where does the stamp go?	**top left**	**top right**
2. Where does your own address go?	**top left**	**top right**
3. Where does the delivery address go?	**in the middle**	**in a corner**

How did I do?

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ADDRESS AN ENVELOPE · PRACTICE

Address the envelopes

Name _____ Date _____

1 Send a letter to Ms. Ana Cole

She lives at 77 Lake Drive, in Miami, FL 33101. Write your own name and address as the return address.

stamp

2 Send a letter to someone you know

Ask a grown-up for the address.

stamp

Draw your own stamp in the box.

How did I do? ☆ ☆ ☆

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ADDRESS AN ENVELOPE · ANSWER KEY

Label the parts: answers

1 Write the name of each part



1 **return address** 2 **stamp** 3 **delivery address**

2 Put the lines of each address in the right order

Portland, OR 97201
9 Elm Street
Dr. Lee Park

1. **Dr. Lee Park**
2. **9 Elm Street**
3. **Portland, OR 97201**

55 Hill Road
Ms. Kim Stone
Boston, MA 02108

1. **Ms. Kim Stone**
2. **55 Hill Road**
3. **Boston, MA 02108**

3 Where does it go? Circle the answer

1. Where does the stamp go? — top left / **top right**
2. Where does your own address go? — **top left** / top right
3. Where does the delivery address go? — **in the middle** / in a corner

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