

## Addressing an Envelope

- I. Directions: Drag and Drop Read the paragraph. Then, using the words from the word bank, answer the questions by filling in the blanks.

### Word Bank

|       |         |           |        |        |       |          |
|-------|---------|-----------|--------|--------|-------|----------|
| right | post    | know      | street | center | house | name     |
| stamp | address | recipient | left   | return | state | zip code |

To address an envelope means to fill it out with the information it needs in order for it to be mailed out. You need to know the recipient's address. The recipient is the person to whom and where your letter is going. The recipient's address goes in the center of your envelope. The recipient's address includes their name, house number, street number, city, state, and zip code. The return address of the person is the address of the person who is sending the letter. It goes in the upper left hand side. It has your name, house number, street number, city, state, and zip code. In order to send a letter, it needs a stamp and it needs to go on the right hand side corner of the envelope. After you are finished addressing the envelope, putting a stamp on the envelope, and sealing the envelope, you can go to the nearest post office and drop off your letter to be mailed.

To \_\_\_\_\_ an envelope means to fill it out with the information it needs in order for it to be mailed out. You need to \_\_\_\_\_ the recipient's address. The \_\_\_\_\_ is the person to whom and where your letter is going. The recipient's address goes in the \_\_\_\_\_ of your envelope. The recipient's address includes their name, \_\_\_\_\_ number, street number, city, \_\_\_\_\_, and zip code. The \_\_\_\_\_ address of the person is the address of the person who is sending the letter. It goes in the upper \_\_\_\_\_ hand side. It has your \_\_\_\_\_, house number, street number, city, state, and \_\_\_\_\_. In order to send a letter, it needs a \_\_\_\_\_ and it needs to go on the \_\_\_\_\_ hand side corner of the envelope. After you are finished addressing the envelope, putting a stamp on the envelope, and sealing the envelope, you can go to the nearest \_\_\_\_\_ office and drop off your letter to be mailed.

- II. Directions: Address the envelope. For the return address, use **YOUR** name and address. Fill in the recipient's address with the words in the word bank. All the words will not be used.

|                   |              |                  |                |      |
|-------------------|--------------|------------------|----------------|------|
| one               | 931 543-2211 | Yes              | 321 Smith Lane | No   |
| Decherd, TN 37324 | Joe Smith    | November 5, 1996 | \$5.00         | blue |

The image shows a template for an envelope. It has a yellow background with a decorative border of red and blue diagonal stripes. In the top left corner, there is a 'From' label followed by four horizontal lines for the return address. In the top right corner, there is a red postage stamp featuring two profiles of men. In the center, there is a 'To' label followed by four horizontal lines for the recipient's address.