Special Delivery

Name _____

Date _____

receive ☐ send ☐ stick ☐ weigh ☐

1 

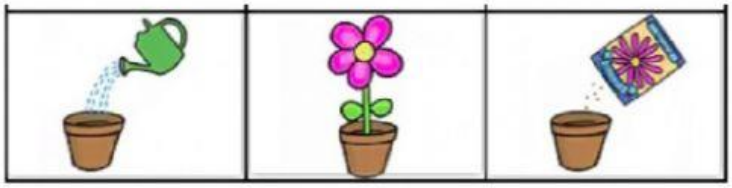
2 

3 

4 

_____ _____ _____ _____

Write: first, next or then.



_____ _____ _____

Read and tick.

1 A first-class letter arrives ...
(a) before 1 pm the next day. ☐ (b) one to two days later. ☐ (c) two to three days later. ☐

2 A second-class letter arrives ...
(a) before 1 pm the next day. ☐ (b) one to two days later. ☐ (c) two to three days later. ☐

3 A Special Delivery letter arrives ...
(a) before 1 pm the next day. ☐ (b) one to two days later. ☐ (c) two to three days later. ☐

Royal Mail Special Delivery

At the Post Office you can send letters and parcels in different ways. First-class post takes one to two working days. Second-class post takes two to three working days. And Special Delivery is for important things.

When you send something by Special Delivery, first you write the person's address on the front of the parcel and your address on the back. Then you take it to the Post Office. Tell the assistant that you want to use Special Delivery. Next show them the address, and then put the parcel on the scales so they can weigh it. Then give the parcel to the assistant, and say how much it is worth. They will check you have put your address on the parcel. Then they will give you a receipt for your parcel. Special Delivery gets there before lunch the next working day.

LIVEWORKSHEETS

Read again and put the pictures in order, from 1 to 5.

a ◯



b ◯



c ◯



d ◯



e ◯



Ask each other the questions.

1. Do you send a lot of letters? _____
2. Do you send a lot of parcels? _____
3. Do you send things abroad or in the UK? _____
4. Do you use Special Delivery? Why? _____
5. Do you receive a lot of parcels? _____
6. Do you receive a lot of letters? _____

LIVEWORKSHEETS