

# Polite request

Name \_\_\_\_\_

Date \_\_\_\_\_

I'd like to send ...

I'd like to mail ...

I'd like to post ...



Watch and listen Muna's conversation at the Post Office. Fill the gaps.

put                  send                  scales                  want                  package

**1 Desk clerk** Hello. What can I do for you?

**Muna** I'd like to send a \_\_\_\_\_, please.

**2 Desk clerk** \_\_\_\_\_ it on the \_\_\_\_\_.

**Muna** Here?

**3 Desk clerk** Where do you \_\_\_\_\_ to \_\_\_\_\_ it?

**Muna** Somalia.

long does

it's

cheapest

do you

you are

will be

take about

much does

**4 Desk clerk** How \_\_\_\_\_ want it sent? International Tracked?  
Standard? Economy?

**Muna** Which one is the \_\_\_\_\_?

**5 Desk clerk** Economy. \_\_\_\_\_ £4.50.

**Muna** How \_\_\_\_\_ it take?

**6 Desk clerk** That will \_\_\_\_\_ a week. Standard takes 3  
working days.

**Muna** Is it guaranteed?

**7 Desk clerk** No. Only International Tracked is guaranteed  
delivery. Your friend will have to sign for it.

**Muna** I'll send it International Tracked, please.  
How \_\_\_\_\_ it cost?

**8 Desk clerk** That \_\_\_\_\_ £7.50.

**Muna** Here \_\_\_\_\_.