

Post Office

Name _____

Date _____

parcel

stamp

scale

envelope

1



2



3



4



Listen to three conversations. Write **true** or **false**.

- 1 The person is buying a second-class stamp. _____
- 2 The person is paying for gas. _____
- 3 The person wants to send the parcel out of the country. _____

Listen again. Complete the questions with these words.

could you

everything

got

is that

put

could you

1 Customer A Can I have a first-class stamp, please?
 Assistant Yes, here you are. Is that _____?
 Customer A Have you _____ an envelope?
 Assistant No, we don't sell envelopes.

2 Assistant Hello. What can I do for you?
 Customer B Can you _____ £5.00 on my gas card, please?
 Assistant _____ put your card in the machine, please?
 Customer B OK.
 Assistant There you go, madam. £5.00 gas.

3 Assistant _____ put the parcel on the scales, please
 Customer C OK.
 Assistant And _____ international or national
 Customer C It's to London.
 Assistant So, that's £2.46 first class.



Requesting for things

Can I have a first-class stamp, please?

Can you put £5.00 on my gas card, please?

Can I send this parcel to my country?

Can I have a receipt, please?

Can I have proof of postage, please?

Asking questions

Have you got an envelope?

How much does it cost to send it to ...?

How much is it 2nd class?

When will it get there?