Snail Mail: How to Address an Envelope/Package

ACTIVITY	RESOURCE	TIME
Bellwork: Large Group: Have students share what they think is the correct way to address an envelope or package. Write their responses on the board.		3"
Activity: 1) Look through their list. Using the "Business Mail 101" handout, cross out anything that is incorrect, and add in anything that they have missed. 2) Hand out one envelope to each student. 3) Each student should address the envelope to themselves using their current mailing address. If they do not know their address, look it up for them on eSIS or jupitergrades. If it is not listed online, have them contact their parents. 4) Use the school's address as the return address. ADVISORY TEACHER KONAWAENA HIGH SCHOOL 81-1043 KONAWAENA SCHOOL ROAD KEALAKEKUA, HI 96750 5) Have the students draw in a stamp in the upper right hand corner. 6) When student are finished, have them record their STAR data.	Business Mail 101 Handout envelope (provided) Internet access STAR Record Sheet & STAR Scores	10" 17"
Exit Pass: Collect the completed envelopes & STAR record sheets.		
After the lesson: Seal each student's "Letter to Self" in their addressed envelope. Store them in a secure place where they will not be misplaced.		

BUSINESS MAIL 101
(taken & adapted from usps.com)

Delivery Address

Use the following format for your delivery addresses:

Name or attention line:	JANE L MILLER
Company:	MILLER ASSOCIATES
Delivery address:	1960 W CHELSEA AVE STE 2006
City, state, ZIP Code:	ALLENTOWN PA 18104

Automated mail processing machines read addresses on mailpieces from the bottom up and will first look for a city, state, and ZIP Code. Then the machines look for a delivery address. If the machines can't find either line, then your mailpiece could be delayed or misrouted. Any information below the delivery address line (a logo, a slogan, or an attention line) could confuse the machines and misdirect your mail.

Use the following guidelines:

- Always put the address and the postage on the same side of your mailpiece.
- On a letter, the address should be parallel to the longest side.
- All capital letters.
- No punctuation.
- At least 10-point type.
- One space between city and state, two spaces between state and ZIP Code.
- Simple type fonts.
- Left justified.
- Black ink on white or light paper.
- No reverse type (white printing on a black background).
- If you are using address labels, make sure you don't cut off any important information. Also make sure your labels are on straight. Mail processing machines have trouble reading crooked or slanted information.

TIPS
--Always put the attention line on top -- never below the city and state or in the bottom corner of your mailpiece.
--If you can't fit the suite or apartment number on the same line as the delivery address, put it on the line ABOVE the delivery address, NOT on the line below.
--Words like "east" and "west" are called directionals and they are VERY important. A missing or a bad directional can prevent your mail from being delivered correctly.
--Fancy type fonts such as those used on wedding invitations do not read well on mail processing equipment. Fancy fonts look great on your envelopes, but also may slow down your mail.
--Some types of paper interfere with the machines that read addresses. The paper on the address side should be white or light in color. No patterns or prominent flecks, please! Also, the envelope shouldn't be too glossy -- avoid shiny, coated paper stock.