



# How to write an envelope?

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# Unit 1

## Organization

Writing an envelope

# Teaching Objectives

01

To know the envelope items and their typical positions

02

To know useful expressions

03

Sample

01

## Envelope items and typical positions

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# Envelope items

Match the envelope **items** of an **English** letter with their typical **positions**.

**1. the recipient's address**

**2. the sender's address**

**3. stamp**

**a. the upper right corner of the envelope**

**b. the upper left corner of the envelope**

**c. the middle of the envelope**



02

## Useful expressions



# Useful expressions

01

recipient's address

Crescent Finance **Company**, 502 North Olive **Avenue**,

**Florida** 33402, **U. S. A**



# Useful expressions

02

“c/o” on the envelope stands for

“care of”





03

Sample

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# Sample

Write an envelope for your letter to Tom Jones,  
who works for Green Technologies as Sales Manager.

S

A

M

P

L

E

The company is in New York, at No. 135  
on West 20th Street.

The zip code is 10011.



# Sample



**Luo Bin**  
**31 Sichuan Rd.**  
**Beijing 100035**  
**P. R. China**



**Tom Jones**  
**Sales Manager**  
**Green Technologies**  
**135 W 20th St.**  
**New York, 10011**  
**U.S.A.**

receiver  
position  
address  
zip code

*S*  
*A*  
*M*  
*P*  
*L*  
*E*



**Write an envelope for your letter to  
your friend**

**Assignments**



THANK YOU