



## POST / MAIL

### PART ONE USEFUL EXPRESSIONS

1. I'd like to send these documents by the fastest possible service.
2. Can I send it C.O.D?
3. I wonder if this package is overweight for the minimum size.
4. I enclosed some music DVDs in the package.
5. How long does it take for an express delivery to New York/London?
6. What does it cost to send it with a courier?
7. I always get disappointed when I don't get any mail at Christmas time.
8. Does the Post Office deliver mail on a Saturday?
9. When was the last time you actually mailed a letter?
10. I haven't heard from my classmate for more than a year.
11. I feel guilty because I do not write regularly.
12. I had to write to my Dad last night. My finances are critically low.
13. I will drop the letter in the mailbox on my way home.
14. How should I sign off on a business letter? Regards or Sincerely?
15. The rate for printed materials is cheaper, but there is no overnight service.

### PART TWO MORE USEFUL EXAMPLES

1. How much is the insurance for this package?
2. What is the postage to send a letter locally?
3. Please write as soon as you arrive.
4. You can send your documents by mail. It will arrive in time.
5. Where would you like to send it?
6. I am worried because she has not written back.
7. Which counter handles International packages?
8. I'd like to send it using your registered mail option.
9. What's the surcharge on an over-weight parcel?
10. I know that airmail is faster and more expensive than surface mail. It is urgent.
11. Be sure to put down the address in the local language too.
12. You need to fill out the customs declaration.
13. Please write down a contact phone number.
14. Can I track the delivery?

## PART THREE SITUATIONAL DIALOGUE PRACTICE

### Number 1

Read the dialogue below and complete so that Sidney offers a way that Mike can hide the fact that he does not remember which book it is. Use 20 – 30 words for your response.

### Being Smart

**Sidney:** Who are you writing to?

**Mike:** My aunt. She always sends me a book for my birthday. But I can't remember which book is the last one she sent me, but I still have to thank her anyway.

**Sidney:** What are you going to do?

**Mike:** Don't know. I have to come up with something to write.

**Sidney:** Why don't you ...

### Number 2

Read the dialogue below and complete Sam's statement. Use 20 – 30 words for your response.

### Sending a Parcel Abroad

**Clerk:** How may I help you?

**Sam:** I want to send this package to my family in Canada.

**Clerk:** Have you filled out the mailing labels including the return address?

**Sam:** Yes, I have.

**Clerk:** Do you want to send it by air or surface mail?

**Sam:** That depends on the cost. How much for airmail?

**Clerk:** That will depend on the weight and whether you want express or regular service.

**Sam:** If the difference in cost and delivery are ...