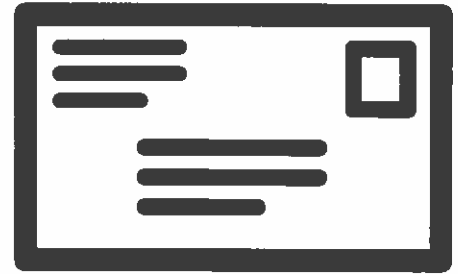


Sending Mail

ADDRESSING AN ENVELOPE

Study the sample envelope below. The return address includes the sender's name, street, city, state, and zip code. Use the "First Round" details to address the three blank envelopes (use your return address). For further practice, make two extra copies of this page. Use the "Second Round" and "Third Round" boxes to address the six envelopes.



Barb Jones
118 Cheshire
Warren, MI 48091



Nicholas Dole
8443 N. Main St.
Omaha, NE 68101

SAMPLE

FIRST ROUND

Name	Street	City	State	Zip
Stella Erwin	641 Stockton	Kent	WI	53542
Lydia Gates	66 Galena Ave	Freeport	ME	04032
Manie Spencer	1012 Airport Rd	Stockton	CA	95201

SECOND ROUND

Name	Street	City	State	Zip
Marge Ruebank	591 Clermont	Orange	FL	32065
Pat Coxley	71 Stevens Ln.	Indianola	IN	46795
Juanita Anders	42 Quarry Rd	Weaver	IA	52658

THIRD ROUND

Name	Street	City	State	Zip
Donna Orr	66 Uriah	Madison	WI	53562
Diana Anderson	400 Elizabeth	Iowa City	IA	52240
Darren Wade	82 Trucker Way	Denmark	NY	13619