

Name:

Date:

How a Letter Reaches Your Door

Sending a letter may seem simple, but it goes through several steps before reaching its destination.

First, a person writes a letter, places it inside an envelope and writes the delivery address on the front. A stamp is added before the letter is placed in a post box.

Next, a postal worker collects the letter and takes it to a sorting centre.

Machines read the address and sort the letter according to where it needs to go.

The letter is then transported towards its destination. It might travel by truck, plane or other vehicles, especially if it is being sent a long distance.

Once the letter reaches a sorting centre near its destination, it is sorted again. This time, it is organised with other mail being delivered to the same local area. Finally, a postal worker takes the letter on a delivery route and places it in the correct mailbox.

From the moment it enters a post box until it reaches someone's home, a letter passes through several stages to arrive at the right place.



1. What happens first before a letter is placed in a post box?

2. What happens after a postal worker collects the letter?

3. Which happens first: the letter is sorted or it is transported towards its destination?

4. What happens after the letter reaches a sorting center near its destination?

5. Put these events in the correct order by numbering them 1–4.

___ The letter is delivered to the correct mailbox.

___ The letter is taken to a sorting center.

___ The letter is placed in a post box.

___ The letter is transported towards its destination.



Answers

1. A person writes the letter, puts it in an envelope, writes the address and adds a stamp.
2. The letter is taken to a sorting centre.
3. The letter is sorted first.
4. It is sorted again with other mail going to the same local area.
5. Correct order:
 1. The letter is placed in a post box.
 2. The letter is taken to a sorting centre.
 3. The letter is transported towards its destination.
 4. The letter is delivered to the correct mailbox.