

**Follow up**

Ask the students to make up their own handouts for a similar activity. They work alone or together to find 10 more categories of three words which they then write out on a sheet of paper. These can be distributed to the class and done by other pairs – or they could ask you!

**Simulations/Role plays**

In these activities, students play simple roles or act out situations they could find themselves in, such as asking for stamps at a post office, renting a holiday home, and so on. This not only gives valuable practice for real life situations where students would need to solve a problem in English but also allows even the shyest students to come to life when hiding behind a role.

**8 At the post office ●**

**Time:** 25–30 minutes

**Preparation:** Copy the handouts (A and B) on pages 51–52 – one set for each pair.  
(Optional) Find a stamped envelope – if possible one that has come from Britain and has a British stamp.

**Main functions**

Buying stamps to send mail (at a post office)  
Simple greetings, requests and thanks  
Asking about and giving information about cost (using pounds and pence)  
Asking about and giving information about weight (using grammes)

**Main grammar points**

Asking questions: *How much does it cost?/How much does it weigh?*

Use of *would*: *I'd like to .../Would you like..?*

Numbers up to 430

**Key vocabulary/Topic**

Post office vocabulary: *cost, early, first class, letter, mail, pence, post, postcard, pounds, second class, send, stamp, third, up to, weigh, weight, working day*

**Method**

- 1 Introduce the activity by showing an envelope with a British stamp on it (or drawing one if you do not have one). Ask about the cost of the stamp.  
  
Ask where you would go in Britain to post letters and elicit *post office*. Then ask the students for other words they would need if

they were in Britain and wanted to send a letter. Try to elicit as many of the key words (see above) as you can.

- 2 Divide the class into pairs (A and B) and give each student the appropriate handout. Explain that student A works in a post office in Cambridge and has lists of the price of sending letters within the UK and overseas. Student B wants to post 5 letters and has details of these (weight and class). They are going to act out the situation and student A is going to tell student B how much each letter is going to cost. Student B writes this down and adds it up to find the total cost.

- 3 Write on the board the opening remarks and the whole exchange for the first items, i.e.

*Hello. I'd like to buy some stamps, please. How much does it cost for a letter first class?*

*How much does it weigh?*

*One hundred and twenty grammes.*

*That's 57 pence, please*

(Make sure everyone understands how to read the table.)

Ask two students to read it aloud for the group. Leave this on the board to act as a template – or if you feel your students are accurate and confident you can rub it off.

- 4 Now allow 10 minutes for the students to do the same for the remaining four items. Circulate to give help as needed.
- 5 Stop the activity and ask the students to add up and find the total cost. Ask for the total amounts and see if they all agree.

**Follow up**

To write a short dialogue *At the post office*. This can be done as homework or class work and read out to the group.

**9 This is my brother ●**

**Time:** 15–20 minutes

**Preparation:** Copy the handouts (A and B) on pages 53–54 – one set for each pair. Take in a photo of your brother (if you have one) – otherwise a photo of some family member or friend.

**Main functions**

Giving information about a third person  
Asking questions  
Talking about a photograph  
Showing a polite interest in what somebody tells you