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INTRODUCTION



Do you like to get mail? It's fun to get birthday cards, postcards, and letters from friends and relatives. One way to be sure you get a lot of mail is to write often to others.

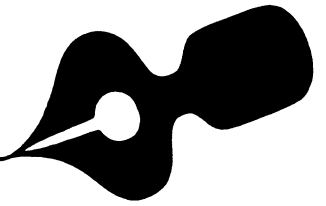
Writing is a great way to communicate. You can take your time and think about what you want to say. You can look back at what you have written. If something doesn't seem right, you can change it. And the person who gets your note, card, or letter can keep it to look at again.

This book will show you how to write different kinds of notes, cards, and letters. It will also show you how to write ads, lists, notices, and announcements.

To get the most out of each lesson, follow these steps:

1. Read the instructions carefully.
2. Study the example.
3. Write a first draft in the space provided in the book.
4. Use the checklist below the writing space to help you go over and correct your work.
5. Copy your corrected work neatly on a clean sheet of paper.
6. Keep a file of your work.
7. Start using what you learn in your everyday life.

Lesson 1



SHOPPING LISTS



It's a fact. You will spend less if you shop with a list and buy only the items on your list. But the main reason for making a shopping list is to help you remember what you need.

Example

Len is going to give a party. He decides to prepare a sour cream dip and fresh vegetables for dipping. He will also have fruit punch and apple juice. He will need a packet of paper cups and a bag of ice. Len writes each item on a list like this:

Heading

Items

<i>Party Stuff</i>
<i>1 bunch broccoli</i>
<i>1 head cauliflower</i>
<i>3 carrots</i>
<i>500ml sour cream</i>
<i>1 packet dip mix</i>
<i>2 cans fruit punch</i>
<i>2 bottles apple juice</i>
<i>1 packet paper cups</i>
<i>1 bag ice</i>

As Len finds each item in the shop, he ticks it off his list. That way he won't forget anything.

1 bunch broccoli	✓
1 head cauliflower	✓

Your Turn

Three friends are coming over for lunch. You are going to serve vegetable soup, grilled cheese sandwiches, canned peaches, and milk. Here are the things you need. Write them in a list.

- 2 cans vegetable soup, 1 loaf bread, 1 litre milk,
- ½ kilo butter, ¼ kilo cheddar cheese,
- 1 can peaches

<i>Lunch stuff</i>	Heading
	Items

Check Your Work

Read each question. Correct your work if necessary. Place a tick when you are sure you can answer *Yes* to each question.

- Have you listed six items? Yes
- Have you told how much or how many of each item you will need? Yes