Envelope Detective

Read a model, then place two addresses where they belong.

4.LF.40.a "Write return address and mailing address in the proper locations on an envelope."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline Maya's three return-address parts and circle the three mailing-address parts. Number the locations where they belong: 1 for the return address and 2 for the mailing address.

A Letter About Turtles

1. Maya Chen has a question about river turtles, so she writes to the River Turtle Center. Before she mails her letter, she prepares the front of a plain envelope. The front has two jobs: show where the letter is going and show where it should come back if it cannot be delivered. Maya writes clearly so the mail carrier can read both addresses.

2. Maya puts her return address in the upper left corner. She writes her name, Maya Chen, on the first line. On the next line she writes 14 Oak Lane. The last line says Madison, WI 53703. This address tells the post office where to send the letter back if there is a problem. It is not the place the letter is going.

3. Near the center of the envelope, Maya writes the mailing address. The first line says River Turtle Center. The second line says 82 Pine Street. The third line says Portland, OR 97205. Maya leaves room for a stamp in the upper right corner. The stamp does not take the place of either address. Now the envelope shows both where it starts and where it should go.

2 ANSWER WITH EVIDENCE

Use the passage

1. Write Maya's complete return address in the order it belongs in the upper left corner.

2. Write the complete mailing address in the order it belongs near the center.

3. Maya accidentally writes her own address near the center. Where should she move it, and why?

4. Maya writes the River Turtle Center's address in the upper right corner. Where should she move it, and what belongs in the upper right corner?

3 YOUR TURN

Your own words

Make up a sender and a pen pal with different addresses, then write and label a three-line return address for the upper left corner and a three-line mailing address for the center. Include a name, street, city, state abbreviation, and ZIP code in each address.

ANSWER KEY

Envelope Detective

GRADE 4 · 4.LF.40.a

PART 1 · READ AND MARK

Underline Maya's three return-address parts and circle the three mailing-address parts. Number the locations where they belong: 1 for the return address and 2 for the mailing address. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Write Maya's complete return address in the order it belongs in the upper left corner.	**Maya Chen 14 Oak Lane Madison, WI 53703**
2	Write the complete mailing address in the order it belongs near the center.	**River Turtle Center 82 Pine Street Portland, OR 97205**
3	Maya accidentally writes her own address near the center. Where should she move it, and why?	**Move it to the upper left corner. Her address tells the post office where to return the letter if it cannot be delivered.**
4	Maya writes the River Turtle Center's address in the upper right corner. Where should she move it, and what belongs in the upper right corner?	**Move the address near the center. The stamp belongs in the upper right corner.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Upper left corner, return address:
Jordan Lee
25 Cedar Road
Chicago, IL 60601
Center, mailing address:
Sam Rivera
40 Maple Avenue
Denver, CO 80202

For the marking job, accept underlines beneath each of Maya's three address parts and circles around each of the center's three address parts, with 1 beside the upper left corner and 2 beside the center. In Your Turn, check that the two different addresses have all required parts in the correct locations and three-line order.