How to begin a letter

If the letter is to be in answer to another, begin by getting out that other letter and reading it through, in order to refresh your memory as to what it is you have to answer, and as to your correspondent's *present address* (otherwise you will be sending your letter to his regular address in *London*, though he has been careful in writing to give you his *Torquay* address in full).

Next, address and stamp the envelope. I'll tell you what will happen if you don't. You will go on writing till the last moment, and just in the middle of the last sentence, you will become aware that 'time's up!' Then comes the hurried wind-up: the wildly-scrawled signature; the hastily-fastened envelope, which comes open in the post; the address, a mere hieroglyphic; the horrible discovery that you've forgotten to replenish your stamp-case; the frantic appeal, to every one in the house, to lend you a stamp; the headlong rush to the Post Office, arriving, hot and gasping, just after the box has closed and finally, a week afterwards, the return of the Letter, from the Dead-Letter Office, marked "address illegible"!

Write numbers in the boxes to show the correct sequence of letter writing.

- ❑ Write the letter.
- ❑ Take it to the Post Office.
- ❑ Get out the letter to which you are replying.
- ❑ Put the letter into the envelope.
- ❑ Sign the letter with your signature.
- ❑ Write the address on the envelope and put a stamp on.

Which of these things could happen if you are running out of time to finish your letter? Tick 4.

The envelope will come open after you post it.	
The address will not be written neatly enough.	
You will forget to put the letter into the envelope.	
You will run out of stamps.	
You will have to rush to get to the Post Office in time.	
You will spill water on your letter.	

Marks: 1

Why might your letter be returned from the Dead-Letter Office?

According to the writer, at what point might you realise that 'time's up'?

Why is it important to find your correspondent's current address?

What reasons are given for reading the letter to which you are replying first?