

Worksheet 4

NAME: _____

Draw a line from the definition to the picture answer.

1. _____ is mail that comes to an office or business to be delivered.



2. A _____ is how you pay for a letter to be delivered.



3. The person who helps deliver mail is called a _____.



4. Letters are put in an _____ to mail.



5. The letter must have an address so that the mail handler will know where to _____ the mail.



6. The mail handler must sort the mail into the _____ so people can pick up their mail.



MAIL HANDLING

Worksheet 19

NAME: _____

Put these words in ABC order on the lines below.

hammer	carpentry	ruler
screwdriver	measure	goggles
nail	wood	build

a		n _____
b _____		o
c _____		p
d		q
e		r _____
f		s _____
g _____		t
h _____		u
i		v
j		w _____
k		x
l		y
m _____		z