# Addressing an Envelope

Grade 3

Name _____ Date _____

**Remember:** An address has three lines: 1. the **name** · 2. the **house number and street** · 3. the **city, province or state, and postal or ZIP code**. Your own address (the **return address**) goes in the top left corner. The **stamp** goes in the top right corner.

**Example:** Ms. Rosa Diaz / 48 Birch Road / Springfield, Ohio 45501

## 1. Envelope check

Circle the best answer.




**1. What goes on the first line of an address?**

(a) The city
(b) The person's name
(c) The postal code

**2. Where does the stamp go?**

(a) Top left corner
(b) Bottom middle
(c) Top right corner

**3. Where does your own address go?**

(a) Top left corner
(b) Top right corner
(c) On the back only

**4. Which line comes last?**

(a) 123 Pine Street
(b) Mr. Tom Ng
(c) Halifax, Nova Scotia B3H 1A1

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## 2. Address two envelopes

Address one envelope to a friend or relative and one to your school. Ask a grown-up for help with postal codes.

**Envelope 1: return address (top left)**

**Stamp (top right)**

**Envelope 1: send to**

**Envelope 2: send to your school**

# Answer Key

Addressing an Envelope · Grade 3

## 1. Envelope check

**1. What goes on the first line of an address?**

- a. The city
- **b. The person's name**
- c. The postal code

**2. Where does the stamp go?**

- a. Top left corner
- b. Bottom middle
- **c. Top right corner**

**3. Where does your own address go?**

- **a. Top left corner**
- b. Top right corner
- c. On the back only

**4. Which line comes last?**

- a. 123 Pine Street
- b. Mr. Tom Ng
- **c. Halifax, Nova Scotia B3H 1A1**

## 2. Address two envelopes

*Sample notes. Answers will vary.*

**Envelope 1: return address (top left)**
Your name, street, city, province or state, postal code

**Stamp (top right)**
(stamp)

**Envelope 1: send to**
Mr. Paul Chen / 15 Elm Street / Kingston, Ontario K7L 2A1

**Envelope 2: send to your school**
Principal's name / school street address / city, province or state, postal code