



Master Lesson Plan

For

Here Comes a Letter

Board	Standard	Subject	Chapter	Language	Reference Link	Creation
CBSE	STD III	EVS	Here Comes a Letter	English	Here Comes a Letter	2020-11

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Here Comes a Letter

1. MS_Objectives_Here Comes A Letter

Notes to the teacher: This asset lays down the proposed plan for transacting this chapter.

It states the asset objectives of the MLP.

This asset is for teacher's reference and need not be taught to the students.

Students will be able to:

- know about the different ways of communication
- relate to how a letter gets delivered from the sender to the receiver
- use a postcard to write a letter
- compare the role of telephones and letters in communication
- relate to the post office and the work at the post office
- relate to stamps
- appreciate the modern means of communication
- realize the role of hardships in helping us to appreciate life
- map out the journey of a letter

Time to teach	Asset Type	Theme	SubTheme
2 Minutes	Main Script	Postal Service	Postal Service, Postal Element, Letter, Postal Service, Postal Journey of a Letter

2. IQ_Communication

Q.1 What is communication?

Ans: Communication is sending, receiving or exchange of information.

Q.2 What are the various ways in which one can communicate with people?



Ans. Face to face conversation or talking, telephonic conversation, newspaper, radio, social media, letters, courier, fax, e-mail are some simple ways through which one can communicate with people.

Q.3 In olden days, when there were no means of transport, how did people send messages?

Ans: Messages were sent through messengers, who travelled to places on horses or bullock carts. Sometimes people walked long distances to deliver messages by hand. Some used Pigeon carry messages to far off places.

Q.4 What will happen to a letter if the address of the receiver is incomplete or wrong?

Ans: The letter will be sent back to the sender's address if the address is mentioned. If the sender's address is not mentioned, then it will be sent to the Returned letter office department of the post office.

Note to the Teacher:

Teachers may enable the students to think and come out with as many answers as possible before giving out the right answer/ answers. Teachers may also summarize the different answers given by the students and explain the answer further.

Time to teach	Asset Type	Theme	SubTheme
5 Minutes	Inquisitive Questions	Postal Service	Postal Elements, Postal Ele

3. MS_Journey of a letter

There are different ways in which we can send a written letter.

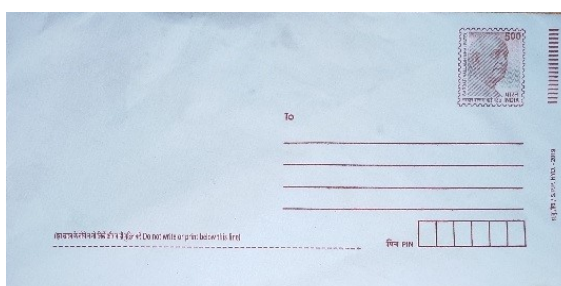
We can write on a post card or an inland letter or use an ordinary envelope to post our letters. We can also use an ordinary envelope and fix the required amount of stamp and post letters. Let's know more about these cards and envelopes:

Postcard

A rectangular 14 cm × 9 cm (length and breadth) piece of thick paper or thin cardboard, where one can write some messages and mail without an envelope. Post cards can be single or reply post cards. Post Cards can be sent within India only.



Inland letter



An inland letter is sheet of paper with three flaps (one each one on the left and right side and another on the top side) to be folded in a proper manner after the letter is written. The inland letter has a known amount stamped on it. Inland letter is used within India only.

Envelope



The written letters can also be sent through envelopes with the address of the receiver mentioned on it.

An envelope can be of any size but not more than 353 x 250 mm. The postal envelopes have a known amount of postal charges stamped on it. Normal envelopes can also be used to post a letter with postal stamps (equal to the delivery charges) pasted on them. The maximum weight in an envelope cannot be more than 2 kg.

Postage Stamps



A postage stamp is a small piece of paper with adhesive gum on its backside for pasting on the top right corner of the envelopes containing the letter. This postage stamp with different pictures and designs, is issued by the post office. Pasting a stamp on the envelope indicates that the required amount for the delivery of the letter has been paid. The cost of the stamp and the country to which the stamp belongs is printed on the stamp.

The journey of a letter

The person who writes the letter is the sender and the one who receives the letter is the receiver or recipient. The sender can write letter on a post card or on paper and place it in an envelope.



The receiver or recipient's address is written in the center front of the envelope. The sender's address is written on the left corner in the envelope. The postcard and the inland letter have a specific place for the receiver's address. The letter is then dropped into a post box in the nearby area.



The postal staff collects all the letters from the post box and sends them to the nearby post office.

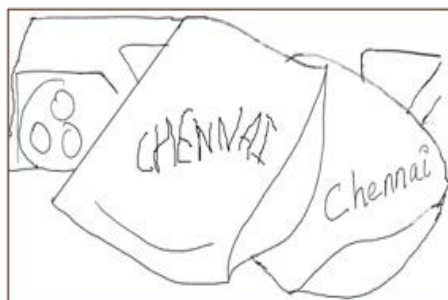


The letters are sorted by address and pin code written and stamped.

The stamping is done to avoid the reuse of the stamps.



The sorted letters are then put inside a big bag and sent to their destination through railways or airways.



Railway mail service helps in delivering letters to far off places within the country. International mails are sent via airplanes to other countries.

The big bags are then collected from the railway station and are then sent to the main post office. The letters are again sorted and delivered to the local post office according to the address. The letters get stamped again in the local post office and finally reach the receiver's address.

Stamping or post marking is also done to know the date of dispatch and receiving.



Depending on the distance between the sender and the receiver the letter can take a day or even a week to reach the destination.

Note to the teachers: All these postal elements could be purchased from a post office and shown to the students. The teacher could begin the class with some related questions.

Images source: Self clicked and self-drawn: surekhapsarathy@gmail.com

Time to teach	Asset Type	Theme	SubTheme
10 Minutes	Main Script	Postal Service	Postal Elements, Journey of Elements, Journey of a Letter

4. DD_Work at a Post office



The Postal service is a very important and a reliable medium of communication. It delivers our messages, money, parcels etc. to the concerned person. It helps in connecting people with the outside world and delivers letters etc. to people in remote places.



Along with sending or receiving letters and parcels, selling post cards and stamps the postal department also provides additional services to the people.

The additional services provided by the post office are:



- Sending or receiving money through money orders within our country.
- Receiving money from abroad through money transfer service scheme.
- The Post office savings bank operates the Savings accounts, recurring deposit, monthly income scheme(MIS), National Savings certificate (NSC) and many other schemes.
- The Postal life insurance (PLI) covers insurance of almost all categories of employees.
- The Rural Postal Life Insurance scheme benefits the people in the rural areas.
- We can enroll and update our Aadhaar card from any post office nearby.
- The Post office Passport Seva Kendra helps people to get their passport.
- The pensioners can get their pension through post office.
- It is a single point for many business activities such as Business parcel, e-payment, business post etc.
- The Post Office also helps people and organizations to transfer goods, money etc. outside our country.

Image source:

<https://pixabay.com/photos/postal-van-red-mail-truck-204356/>
<https://pixabay.com/photos/postman-bike-post-office-india-174644/>
<https://pixabay.com/photos/letter-box-post-box-tv-type-red-217378/>
[india-post-logo-271260](https://pixabay.com/photos/india-post-logo-271260/)
<https://pixabay.com/vectors/parcel-package-packaging-box-575623/>

Time to teach	Asset Type	Theme	SubTheme
3 Minutes	Day-to-day Relevance	Public institution and their work	

5. IA_Stamp collection

Philately is the collection and study of stamps. It can also include collecting stamped envelopes, postcards, and other postal materials.



The first adhesive postal stamp of India was the Scinde Dawk issued in July 1852. The word Scinde meaning Sindh (A region that was a part of India but is now in Pakistan) and Dawk is the English spelling of the Hindi word Dak. The red stamp was round with a heart in the middle and had the initials EIC representing East India Company. It was made of sealing wax. This stamp was discontinued in 1854.



After Independence the first stamps issued were of the Indian National flag, the Ashoka Lions, and modern aircraft. All the three stamps had "Jai Hind" written on them in Hindi.



There are special stamps to:

- Honour notable personalities, places, or events
- Military stamps issued at the time of war or peace operations
- Stamps describing art, history, geography, science, and technology
- Stamps on nature, vehicles, monuments etc.



- Regular postal stamps are used for everyday postal needs of the people
- Revenue stamps are required to be used in the receipts or bills as a proof that a particular payment has been made or accepted



Image Source:

<https://pixabay.com/photos/paper-collage-collection-desktop-3344179/>
https://free-images.com/display/new_delhi_inauguration_series.html
https://free-images.com/display/one_anna_postcard_british.html
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https://commomedia.org/wiki/File:Half_anna_red_Scinde_Dawk_wax_seal_-_NY2016_Rarities_Auction.jp

Time to teach	Asset Type	Theme	SubTheme
3 Minutes	Interesting Asides	Postal Service	Stamps, Stamp Release, Sta Release

6. SA_Writing a Letter on a Postcard

Aim: To teach the students how to write a letter on a Postcard.

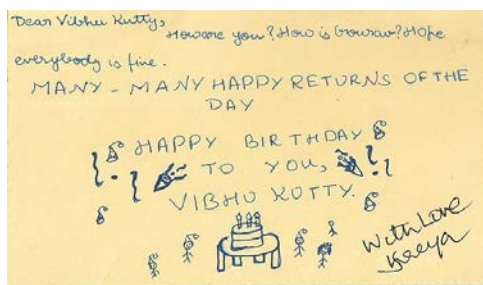
Materials required: Postcard, pencil, and eraser

Procedure: Step-by-step instructions on how to fill a Postcard.

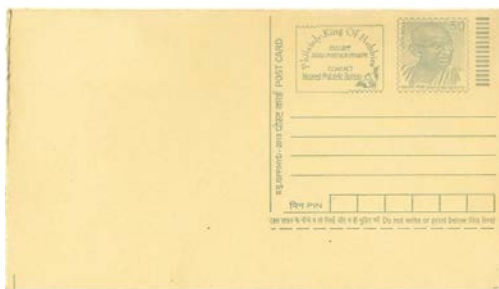
- Write the date on the left side corner.
- Use the front (blank) side of the postcard to write the message/letter.



- It can be a greeting also.



- Write the recipient's address on the back side right hand corner (place given for address) of the Postcard.



- Go ahead and post them to your grandparents, friends etc.

Notes to teachers: The teacher should arrange the required number of post cards beforehand. If postcards are not available, then the teacher may use inland covers also. The teacher needs to find a post box near the school or the area for posting the letters. The children need to bring the correct address to send their letter.

Teachers may discuss the following points with the students and make the students understand the importance of writing letters.

- Writing a letter shows your love and remembrance for your family members.
- They feel important and connected.

- The elders especially grandparents feel that the family cares for them and this make them very happy. They give us more blessings too!

Image source:

<https://pixabay.com/vectors/hand-pencil-pen-edit-eraser-write-160538/>

Post card: surekhapsarathy@gmail.com

Time to teach	Asset Type	Theme	SubTheme
15 Minutes	Suggested Activity	Postal Service	Post Card, Post Card

7. MS_Telephones for communication

Writing letters to keep in touch with each other is one of the most common means of communication. If the receivers address is wrong then they may not even receive the letters or parcel. To send or receive letters, parcels very fast i.e. within hours we can use speed post or courier services. But even these means of communication take a little time to deliver our letters. So, the fastest means of communication is to contact a person using telephone. With the help of telephones, two people can talk and share their information immediately irrespective of the place they live in.



The telephone was invented by Alexander Graham Bell in 1876. The telephone instrument had to be connected with a wire and kept fixed in one place. The telephone set was quite big and heavy. These phones were called landline phones. But in the present times we carry small wireless phones in our pocket. They are called mobiles or smart phones.



To talk to a person living either nearby or far away in another city or country through a phone, we need to know the other persons number and the area code. For example: the STD code of Delhi is 011 followed by the phone number. The code for India from abroad is +91.

Before the cell or mobile phones only a few people had telephone connections at home. Telephones were limited to schools, colleges, offices, and other important places such as hospitals, police stations etc. So, to make a call one had to go to a telephone booth or nearby shops that had pay phones.



The phone booth had the facility of ISD (International Subscriber Dialing) for international calls, STD (Subscriber's Trunk dialing) for interstate calls and PCO (Public Call Office) for local calls.

With the development in technology the mobile phones have replaced the landline phones. Almost everyone in the house has a personal mobile phone to connect with friends and relatives and talk to them immediately.

Image source:

https://commons.wikimedia.org/wiki/File:Alexander_Graham_Telephone_in_Newyork.jpg

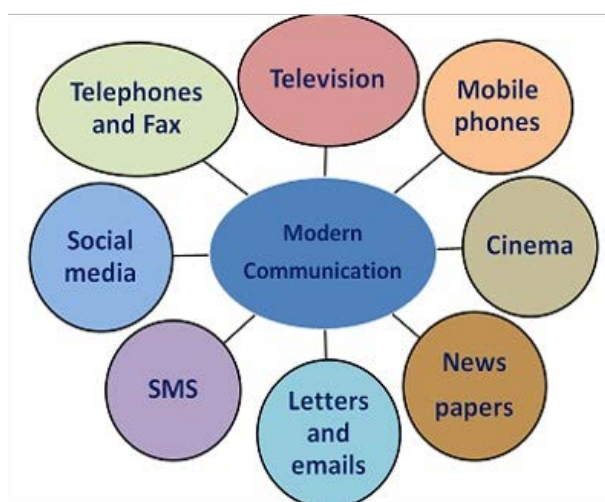
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<https://pixabay.com/vectors/smartphone-mobile-phone-phone-459334>

<https://pixabay.com/photos/phone-box-phoning-red-london-600918>

Time to teach	Asset Type	Theme	SubTheme
10 Minutes	Main Script	Communication	

8. IA_Modern Communications



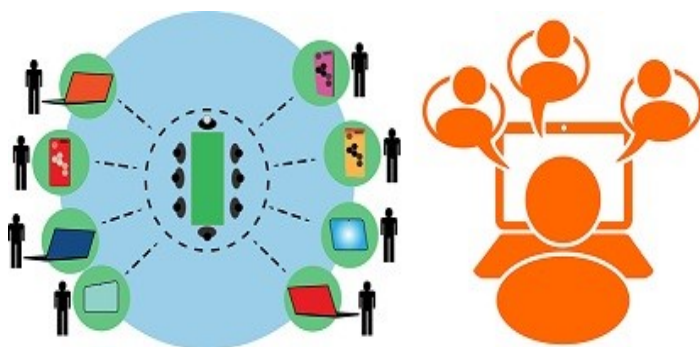
Communication can either be for personal use or for public usage (where it is available for a large number of people)).

There have been many changes in the means of communication in the recent times.

The modern means of communication have enabled us to connect with people anywhere in the world very easily.

Mobile phones and the internet have become reliable and very fast modes of communication.

The various means of communication using internet in the modern world are television, newspapers, cinema, mobile phones, SMS (short message service), fax, emails (electronic mail), social media such as Facebook or Instagram along with letters and telephones.



During the COVID pandemic, internet has been an effective and safe mode of communication.

Image source; <https://pixabay.com/vectors/video-conference-work-at-home-4997458/>

<https://pixabay.com/vectors/video-call-video-chat-communication-5175965>

Time to teach	Asset Type	Theme	SubTheme
3 Minutes	Interesting Asides	Postal Service	Stamp Release, Stamp Rele

9. VC_Appreciate life

We will have all kinds of experiences in life. They may be happy, sad, fair, unfair etc. Hardships make you strong!

There are many things you need to learn from your grandparents.

Here is a letter by a Grandmother to her Grandchildren wishing them tough times that can teach the children to appreciate life.



To my beautiful grandchildren...

- I hope you learn humility by being humiliated, and that you learn honesty by being cheated.
- I hope you learn to make your own bed and help your mom wash the vessels.

- And I really hope nobody gives you a brand-new cell phone.
- When you want to see a movie and your little brother or sister wants to tag along, I hope you'll let them.
- If you want a kite, I hope your Dad teaches you how to make one instead of buying one.
- I hope you learn gardening and digging in the Earth and read lots of good books.
- When you learn to use computers, I hope you also learn to add and subtract in your head.
- And if a friend offers you a cigarette, I hope you realize he is not your friend.
- I sure hope you make time to sit with your grandparents and spend time with them.
- These are just some of the things that I wish for you - tough times and disappointment, hard work and happiness.
- According to me, it's the only way to appreciate life.

Yours Loving Grandmother

Image source: <https://pixabay.com/illustrations/kids-clipart-cute-design-2782694/>

SSSVV: Gallery- Grandmother

Time to teach	Value Type	Value Sub Type	Value Attribute
3 Minutes	Right Action		Stories

10. QA_Journey of a letter-A Recap

I) Fill in the blanks:

1. A letter is posted in a _____.
2. A stamp is attached to the front of the envelope on the _____
3. The letters are _____ and _____ before sending them to different places.
4. The letters are sent through _____ or _____ depending on the place it is to be delivered.
5. The _____ delivers the letters to the address of a person.
6. A letter must have the complete _____ written on it to reach the person.

Answer:

1. postbox
2. top right corner
3. sorted and stamped
4. railways or airways
5. postman
6. address

II) Give one word for the following

1. Sending or receiving or exchange of messages

2. A place where one can buy post cards to write letters
3. A small piece of paper with adhesive gum on its backside for pasting on the top right corner
4. The fastest means of communication
5. The phones which are fixed
6. The phones in our pocket

Answer:

1. Communication
2. Post office
3. Stamp
4. Telephones
5. Landline phone
6. Mobile phones

III) Give Reasons for the following:

1. The letters are sorted in a post office.
2. A letter is stamped before it is delivered.
3. Telephones are a faster way of communication than letters.

Answers:

1. The letters are sorted according to the area mentioned in the address written so that it becomes easy for the post man to deliver letters according to the area.
2. The letter is stamped to avoid the reuse of the stamps and to know the date of dispatch and delivery.
3. A telephone is the fastest means of communication. We can contact a person immediately through a telephone. A letter will take at least one day to reach the person.

IV) Match the following:

Postal cards and Inland	Dropping letter bags to railway station
Pigeons	Within the country
Postal vans	Different pictures, colours, and cost
Stamps	Postman of olden days
Envelopes with stamps	Means of communication
Letters and telephone	Both within and outside our country

Answer:

Postal cards and Inland	Dropping letter bags to railway station
Pigeons	Within the country
Postal vans	Different pictures, colours, and cost
Stamps	Postman of olden days
Envelopes with stamps	Means of communication
Letters and telephone	Both within and outside our country

V) Re-Arrange the journey of a letter in the proper order

1. Receiving and reading the letter.
2. Sorting and stamping according to area of delivery.
3. Posting the letter in a post box.
4. Sending the letter bag to railway station by mail van.
5. Writing a letter with address on it.
6. Postman picking up the letter from the post box.
7. Stamping, sorting, and packing the letters to be sent in a bag.
8. Sending the letter bag to railway station by mail van.
9. Delivering letter by postman.

Answer:

1. Writing a letter with address on it.
2. Posting the letter in a post box.
3. Postman picking up the letter from the post box.
4. Stamping, sorting and packing the letters to be sent in a bag.
5. Sending the letter bag to railway station by mail van.
6. Collecting the bags from the railway station and sending to post office.
7. Sorting and stamping according to area of delivery.
8. Delivering letter by postman.
9. Receiving and reading the letter.

Time to teach	Asset Type	Theme	SubTheme
10 Minutes	Assessments	Postal Service	Journey of a Letter, Journey

11. MS_Summary_Here Comes A Letter

In this lesson we discussed about:

- the journey of a letter
- how letters are a great way to communicate
- role of a post office
- postal stamps and postcards
- different kinds of work at the post office
- telephone, smart phone, and internet

Time to teach	Asset Type	Theme	SubTheme
2 Minutes	Main Script	Postal Service	Delivery of Letters, Delivery