

### Module 14 Keeping in touch

- 1 When was the last time you sent a letter to someone? Why did you send the letter? Where did you send it to? How much did it cost to send it?
- 2 You are going to find out some information about the post office in Oldcastle, Meath in Ireland. Type in: [www.anpost.ie](http://www.anpost.ie).
- 3 When the main page opens, look at the right of the page. Under **Tools** click on **Find a Post Office**. Click on **MEATH** on the map of Ireland. When the list of towns appears, scroll down then click on **Oldcastle**. Complete the following information about the post office there:

Address \_\_\_\_\_

Opening hours \_\_\_\_\_

Telephone number \_\_\_\_\_

- 4 You are now going to find out about the different ways of sending post. Go back to the homepage by clicking on **Home** from the list on the right. Go to the **Personal Customers** box and click on **Sending Mail** to complete this information.

If cost is important, you should choose \_\_\_\_\_ Post.

If security is important, you should choose \_\_\_\_\_ Post.

If you want to send something urgently, you should choose \_\_\_\_\_ Post.

If you need something to arrive the next day, you should choose \_\_\_\_\_ Post.

- 5 You are now going to find out how much it costs to send a letter weighing 0.05kg from Ireland to your country. Follow the steps to calculate the cost:

1. Click on **Calculate the Postage** from the lists under **Tools** on the right of the screen.

2. On the map of the world place the cursor over the part of the world you are from. A list of countries will appear. Scroll down until you find your country. For some countries when you place the cursor on the names of the country, different areas in the country appear. Click on the area you are from.

3. Click on **Go** beside the weight.

4. Select **letter** from the different options.

5. Select the way you want to send the letter (Courier Post, Registered post, Standard Post).

6. Click on the **View Rates** box to see the cost of sending the letter and write it here: \_\_\_\_\_

### TEACHER'S NOTES:

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**Aim:** For students to use the Internet to find out information about the Irish post office and to calculate how much it costs to send a letter from Ireland to their own country. This worksheet is designed to lead on from the theme of the module, 'keeping in touch'.

**Time:** 45 minutes

**Materials:** Photocopies of the worksheet for each student.

1. Students talk to their partner about the last time they sent a letter to someone.
2. Check that students have correctly opened the page.
3. When the page has opened students click on **Find a Post Office**, then on **MEATH** on the the map of Ireland. Students scroll down the list of towns and click on **Oldcastle**. Students complete the information about the post office in Oldcastle.

Address	<b>Church Street, Oldcastle, Co. Meath</b>
Opening hours	<b>Mon to Fri: 9.00-1.00 and 2.00-5.30 Sat: 9.00-5.30</b>
Telephone number	<b>049 8541101</b>

4. Students go back to the homepage by clicking on **Home**. Students click on **Sending Mail** in the **Personal Customers** box. Students complete the information about the different ways of sending post.

If cost is important, you should choose **Standard** Post.

If security is important, you should choose **Registered** Post.

If you want to send something urgently, you should choose **Courier** Post.

If you need something to arrive the next day, you should choose **Express** Post.

5. Students calculate the cost of sending a letter from Ireland to their country. Check that students are following the steps correctly and that they have found their country/area where they live.