

Addresses in English (Teacher's Notes and Answers)

Conventions for writing addresses on envelopes vary in different parts of the world. Mail often gets mislaid or misdirected because the expected conventions are not followed. The addresses in this worksheet follow the conventions used in Britain and the USA.

For further exercises refer to *NEW CUTTING EDGE ELEMENTARY WORKBOOK*, page 9.

The first exercise asks students to identify cities, countries, streets and people. Some World knowledge is used, but more specifically the expected format of writing these different items.

A Cities, Countries, Streets, People

a) Dr. Elizabeth Bolton,	b) 15, Church Hill,	c) Miss Helen Samuels	d) Finland
e) Liverpool	f) Mr Tim Marcham,	g) Kingdom of Jordan	h) Chicago
i) 11, Priory Road	j) Bury St. Edmunds	k) Southampton	l) 9, Primrose Lane
m) Afghanistan	n) Dorchester	o) 1, Wordsworth Ave.	p) Prof. Simon Tucker
q) Human Resources Manager	r) Republic of San Marino	s) Max Mitchell	t) 45, 3rd Crescent,

Cities: e) h), j), k)

Countries: d), g), m), r)

Streets: b), i), l), t)

People: a), c), f), p), q), s)

The second and third tasks refer to abbreviations used in titles of people and street names.

B Do these abbreviations refer to people or places?

a) Mr.	b) Rd.	c) Ave.	d) Rev.	e) Dr.	f) Capt.
g) Cres.	h) Cl.	i) Prof.	j) Lt. Col.	k) Pres.	l) Gdns.

People: a), d), e), f), i), j), k)

Places: b), c), g), h), l)

C Match the abbreviations with these words.

1. Crescent	2. Professor	3. Gardens	4. Reverend	5. Doctor	6. Road
7. Avenue	8. President	9. Lieutenant Colonel	10. Captain	11. Close	12. Mister

The fourth task concerns the sequence of the different lines of an address. The normal sequence is PERSON, HOUSE, STREET, TOWN (OR CITY), REGION, POSTCODE OR ZIP CODE, COUNTRY.

D Write the correct sequence of these addresses.

0) f] b] e] d] c] a] _____

- a] United Kingdom
- b] 28, Waverley Drive
- c] Devon
- d] HO4 3FC
- e] HONITON
- f] Mrs Parker

1) e] a] d] b] c] _____

- a] Flat 13
- b] LONDON
- c] SE19 4JE
- d] 34 Harold Avenue
- e] Mr & Mrs Ulster

2) a] b] e] c] d] _____

- a] Colin & Anne Tucker
- b] 16 Charles Dickens Crescent
- c] PO3 9EA
- d] Hampshire
- e] PORTSMOUTH

3) b] e] a] f] c] d] _____

- a] University of London
- b] Professor Timothy Spalding
- c] LONDON
- d] NE1 6GP
- e] Institute of Tropical Medicine
- f] 78 Gower Street



- 4) c|d|b|e|a|
a) USA
b) BEDFORD
c) Franklin Parsons Jnr.
d) 235 Alder Way
e) MA 01730-1065
- 5) d|c|f|a|e|b|
a) 534 2nd Ave. South #352
b) U.S.A.
c) Finance Director
d) Ms. Linda Mackintosh
e) St Petersburg, FL 33701-4313
f) Florida Leather Foundation Inc.

This final task reminds students of the conventions of capitalization in addresses.

E Copy These addresses with capital letters in the correct places.

- 0) mr peter brown,
15, st michael's square,
southampton,
so12 5tj,
united kingdom
Mr Peter Brown,
15, St Michael's Square,
Southampton,
SO12 5TJ
United Kingdom
- 1) captain henry jackson,
white horse court,
north street,
bishop's stortford,
hertfordshire
cm23 2ld
Captain Henry Jackson,
White Horse Court,
North Street,
Bishop's Stortford,
Hertfordshire
CM23 2LD

- 2) mrs. katherine pollard
19, old castle way,
weymouth
dorset
dt4 8qt
Mrs. Katherine Pollard
19, Old Castle Way,
Weymouth
Dorset
DT4 8QT
- 3) pearson education,
edinburgh gate,
harlow,
essex,
cm20 2je
Pearson Education,
Edinburgh Gate,
Harlow,
Essex,
CM20 2JE
- 4) osprey & windrush co. ltd.,
city house,
3, pinfold lane,
sheffield,
s1 2yd
Osprey & Windrush Co. Ltd.,
City House,
3, Pinfold Lane,
Sheffield,
S1 2YD
- 5) sir george pargaman,
19 queen mary's mansions,
bath,
somerset,
ba1 5he
u. k.
Sir George Pargaman,
19 Queen Mary's Mansions,
Bath,
Somerset,
BA1 5HE
U. K.

