

Oak Specialist

# Independent Living

## Unit 3 - Daily Living Skills

Applying Learning



# Unit 3 - Daily Living Skills

## Lesson 1- Recycling

Learning about why we recycle and how to do it at home.

## Lesson 3- Sending a parcel or email

Learning how to address, stamp and send a letter or parcel, and how to send an email.

## Lesson 5- Preparing a Simple Meal

Learning to read a simple recipe to create a simple meal.

## Lesson 2- Managing a Routine

Understanding what makes a balanced daily routine.

## Lesson 4- Preparing for a Trip

Understanding what to pack for a trip and how it differs depending on the destination.

## Lesson 6- Meals for Different Times

Understanding why we eat different meals at different times of the day.



# Lesson 3- Sending a parcel, letter or email



# Teacher notes- Lesson 3

Learning Intention: to understand how to send a letter, parcel and email.

1. Introduction: What is a letter, parcel and email?
2. Why might we send a parcel? How do we send it? (Writing the address and paying for postage)
3. When might we send a letter? How do we send a letter?(Writing the address and putting the stamp in the right corner of the envelope)
4. When would we send an email? How do we send one? (Where to type the email address and send)

-Additional resources: pen, paper and an envelope and stamp.



Daily Living Skills

# Sending a parcel, letter or email

Applying Learning



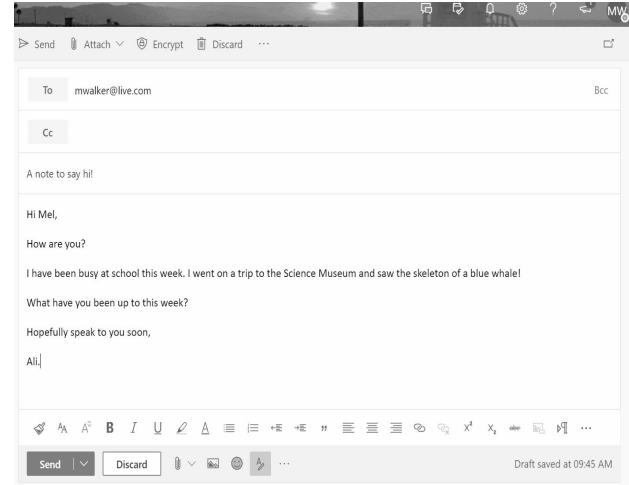
# Lesson Activity Stages

This lesson will be taught in 5 stages:

1. What is the difference between a letter, parcel and email?
2. How to send a letter.
3. How to send a parcel.
4. How to send an email.
5. Your turn.



# Letter, Parcel and Email



# Letter

26<sup>th</sup> May, 2010

Dear Evie,

I am in Paris which is a place in France. I have been eating some of the yummy food. They have the best cakes and pastries here. My favourite are the chocolate croissants.

Today I went to the Louvre Museum. It is enormous! I saw some very famous paintings and some big sculptures there.

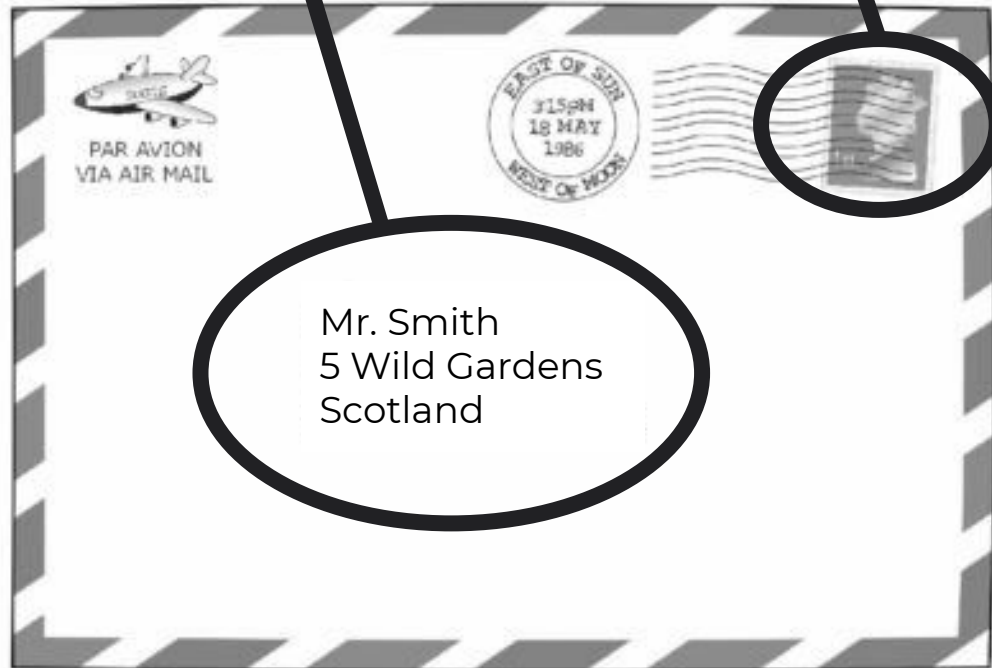
What painting might you like you like to see if you visited the Louvre?

Yours truly,

Gaby x x x

Address

Stamp





# Activity

1. Have a go at writing and sending a letter to someone you know.
2. Make sure you write the address clearly on the envelope and put a stamp in the top right corner.
3. Ask your parent or carer to help you post your letter in the nearest post box.

You will need: stamp, envelope, paper and a pen



Parcel

Address

Postage  
stamp/  
barcode



# Activity

1. Have a go at sending a parcel at home.
2. Ask your parent or carer to help you take your parcel to your nearest post office.



# Email

Email  
address

The screenshot shows an email composition interface. At the top, there is a toolbar with icons for Send, Attach, Encrypt, Discard, and a menu. Below this is the 'To' field containing the email address 'mwalker@live.com', which is circled in black. To the left of this field, the text 'Email address' is written with a line pointing to the circle. Below the 'To' field is the 'Cc' field. The main body of the email contains the following text: 'A note to say hi!', 'Hi Mel,', 'How are you?', 'I have been busy at school this week. I went on a trip to the Science Museum and saw the skeleton of a blue whale!', 'What have you been up to this week?', 'Hopefully speak to you soon,', and 'Ali,'. At the bottom, there is a rich text editor toolbar with various icons for text formatting and insertion. The 'Send' button in this toolbar is circled in black. To the left of this toolbar, the text 'button' is written with a line pointing to the circle. The bottom right corner of the window shows the text 'Draft saved at 09:45 AM'.

button



# Activity

1. Have a go at sending an email at home using the template.

**Please complete the activity with a parent or carer as it requires the use of the internet.**



# Letter, Parcel and Email

## What have we learned?

- A letter is sent when you want to send something more personal like a card.
- A parcel is sent when you are sending an item to someone, like a present.
- An email can be sent when you want to speak to someone and get a quick response.



# Independent Living

## Daily Living Skills

Sending a parcel, letter or email.

### Make it easier

Focus on learning to write and send a letter. You can look at postcards and cards for occasions too.

### Make it harder

Learn how to write a letter using the correct format. Eg date and return address in the top right corner. How to start and end a letter. (Dear/ yours sincerely)

### More ideas

Learn about different types of writing relating to sending formal and informal letters and emails. E.g. How to write a formal letter for work or school vs informal to a friend or family member.



# Signposting

Independent Living:

- Applying Learning- Different types of work (Unit 6)

Communication and Language:

- Building Understanding/ Applying Learning- Changes/ Transitions (Unit 1)





# References

Slide 7 - Document, lingoprof/ fragile item, caledonian-couriers/ email, teachers own image

Slide 8 - Child's letter to a friend, Melanie Hughes, Flickr Attribution 2.0 Generic (CC BY 2.0)/ Jolly postman's letter, sparklebox

Slide 10 - Parcel, Andy Wright, Flickr Attribution 2.0 Generic (CC BY 2.0)

Slide 12 - Teachers own image

