

LESSON 78: LETTER WRITING — ADDRESSES & ENVELOPES**GRADE 2 • PART II****Postal Conventions • Superscription**

The address on an envelope guides the letter safely to its destination. The postage stamp belongs in the **upper right-hand corner**. Notice the stepped indentations and abbreviations:

Street → St.**Avenue → Av.****County → Co.****1 POSTAL ABBREVIATIONS & POLITE COURTESY TITLES**

Write the proper abbreviation with its required period. Remember: **Master** is used for a young boy, and **Miss** is used for a girl.

1. Street: Abbreviated as: _____**3. County:** Abbreviated as: _____**2. Avenue:** Abbreviated as: _____**4. Young Boy Title:** Address as: _____**2 ENVELOPE TRANSCRIPTION: STEPPED SPENCERIAN LAYOUT**

Copy the two textbook addresses onto these ruled envelopes. Notice how each line steps slightly to the right, with commas after each line and a period after the State.

*Master Charles Bond,
425 Euclid Av.,
Cleveland,
Ohio.*

STAMP

*Miss Cora Innes,
Wyoming,
Hamilton Co.,
Ohio.*

STAMP

3 PRACTICAL APPLICATION: ADDRESS AN ENVELOPE TO A FRIEND

Follow the textbook direction: "Write addresses to yourself, father, mother, brother, sister, to a classmate, to a friend." Address this envelope carefully with full stepped indentations.

Name: _____**Street / Town:** _____**City / County:** _____**State:** _____

STAMP

Pedagogical Overview • Envelope Superscription & Postal Abbreviations

Lesson 78 teaches the external complement to the letter: the envelope superscription. Students learn: (1) Placement of the postage stamp in the upper right-hand corner; (2) The traditional 19th-century stepped diagonal indentation (each succeeding line begins slightly to the right of the line above); (3) Standard abbreviations for street types (*St.*, *Av.*) and geographic divisions (*Co.*); (4) Courtesy titles (*Master* for boys, *Miss* for girls/unmarried women); and (5) Terminal periods after abbreviations and after the final state name.

Section 1 Model Answers • Abbreviations & Courtesy Titles

1. **Street: St.** (Capital 'S', followed by period).
2. **Avenue: Av.** or **Ave.** (Capital 'A', followed by period).
3. **County: Co.** (Capital 'C', followed by period).
4. **Young Boy Title: Master** (e.g., *Master Charles Bond*).

Section 2 Model Answers • Model Envelope Analysis**Envelope 1 (City Address with Street Number):**

Line 1: *Master Charles Bond*, (Name followed by comma)
 Line 2: *425 Euclid Av.*, (House number, street name, abbreviation with period, comma)
 Line 3: *Cleveland*, (City followed by comma)
 Line 4: *Ohio*. (State followed by terminal period).

Envelope 2 (Town Address with County):

Line 1: *Miss Cora Innes*, (Name followed by comma)
 Line 2: *Wyoming*, (Town/village followed by comma)
 Line 3: *Hamilton Co.*, (County name, abbreviation with period, comma)
 Line 4: *Ohio*. (State followed by terminal period).

Section 3 Model Answers • Practical Application**Exemplar Student Envelope:**

Mr. Robert Howard,
 124 Oak St.,
 Columbus,
 Ohio.

Checklist: (1) Courtesy title capitalized; (2) Progressive stepped indentation; (3) Period after abbreviation (*St.*); (4) Commas after lines 1–3; (5) Period after State on line 4.

R FOUR-DOMAIN EVALUATION RUBRIC (TOTAL: 100 POINTS)

Domain	Exemplary (25)	Proficient (20)	Developing (15)	Beginning (10)	Teacher Feedback
1. Stepped Layout	Clear, graceful stepped indentation across all 4 lines of the address.	Stepped layout with minor alignment wobble.	Flush left without stepped indentation.	Disorganized placement across the envelope surface.	
2. Abbreviation Mechanics	Flawless capitalization and required periods (*St.*, *Av.*, *Co.*).	1 abbreviation period omitted.	Missing multiple periods or lowercase abbreviations (*st.*, *co.*).	Spells words incorrectly or invents nonstandard abbreviations.	
3. Punctuation Coordinates	Commas after lines 1–3 and a terminal period after State name.	1 comma slip in address sequence.	Missing end commas or period after state.	No punctuation used on envelope.	
4. Penmanship & Clarity	Postal-quality legibility, clean baselines, flawless courtesy titles.	Legible handwriting with minor spacing slips.	Crowded lines; questionable postal legibility.	Illegible handwriting; cannot be deciphered.	