



Primary 5 English

Term 2

TOPIC 2/3: COMMUNICATION

Learning Outcome: The learner is able to apply knowledge and skills acquired to communicate effectively using the post office, telephone and email.

Sub-Topic 5A: The Post Office



Post Office



Stamps



Letter box



Parcel/package



Rental box



Registered mail

Post Office Terms and Their Meanings

Word	Meaning
Post Office	It is a place where people send and receive letters, parcels, and other mail. It also provides services like selling stamps, money orders, and renting private boxes.
Post	Sending letters, parcels, or packages through the post office.
Stamp	A small paper label bought and stuck on a letter to show postage is paid.
Letter box	A box where people drop letters to be collected by the post office.
Directory	A book or list with names, addresses, and contacts.
Package	A wrapped item sent through the post office.
Money order	A way to send money safely through the post office.
Private box	A locked box at the post office rented by a person to receive mail.
Parcel	A wrapped bundle or box sent by post.
Telegram	A short written message sent quickly through the post office (older system).
Mail	Letters and parcels sent through the post office.
Aerogram	A lightweight letter sheet used for sending mail by air.
Post office	The place where letters, parcels, and money orders are sent or received.
Box	A container at the post office for receiving mail.
Box rental	The fee paid to use a private box at the post office.
Letter slot	A small opening in a door or box where letters are dropped.
Registered letter	A letter sent with special recording and tracking for safety.

Functions of a Post Office

1. **Sending letters and parcels** – People post their mail here.
2. **Selling stamps** – Stamps are needed to send letters.
3. **Delivering mail** – Postmen deliver letters and parcels to homes.
4. **Money services** – Sending money through money orders.
5. **Private boxes** – People rent boxes to receive mail safely.
6. **Registered letters** – Important letters are sent with tracking for safety.

Exercise 1: Use the following words to complete the sentences below: **private box, Money order, directory, stamp, parcel, postman and letter box.**

1. I dropped my letter in the at the post office.
2. The clerk sold me a for my envelope.

3. We received a from the post office yesterday.
4. The school rented a for official mail.
5. The delivered the mail early in the morning.
6. Peter saw a big on the wall with names and addresses
7. Benon's mother filled out a form for ato send money safely.

Exercise 2: Read the story below and answer the questions that follow in full sentences.

A Visit to the Post Office

Last week, Peter went to the **post office** with his mother. He carried a **package** and a **parcel** that they wanted to send to his uncle.

At the counter, the clerk asked, "Do you have a **stamp** for the letter?" Peter replied, "Yes, I bought one from the shop."

They dropped another letter into the **letter box** outside. His mother also filled out a form for a **money order** to send money safely.

Peter saw a big **directory** on the wall with names and addresses. He noticed some people opening their **private boxes** to collect their **mail**.

The clerk explained, "If you want a private box, you must pay a **box rental** fee."

Peter was excited when he saw a **telegram** being delivered quickly. He also learned about an **aerogram**, which is a letter sent by air.

Finally, his mother sent a **registered letter** through the **letter slot** to make sure it was safe. Peter smiled and said, "Wow! The post office does so many things."

Dr. Aida Namitala

Questions

1. Underline all post office words in the story
2. What is the title of the story?
3. Who went with Peter to the post Office?
4. What did the clerk ask peter?

5. How can one obtain a private box at the Post Office?
6. Give two services from the Post Office.
7. Who wrote the story?

Exercise 3: Read the dialogue below and answer the questions that follow in full sentences.

Friends Talking About the Post Office

Teacher: Class, who visited the post office recently?

Anna: Oh! I went there yesterday. I posted a letter with a **stamp**.

James: Wow! I saw a big **letter box** outside the post office.

Maria: I sent a **parcel** to my cousin. The clerk told me about the **registered letter**.

Peter: My father paid for a **money order**. He also rented a **private box**.

Anna: Hey! Did you see the **directory** with all the addresses?

James: Yes, and I learned about an **aerogram**. It is used for air mail.

Teacher: Excellent! You all now understand the many services of the post office.

Dr. Bbosa Science

Questions

1. What is the title of the dialogue?
2. What did Anna do at the post office?
3. What did Peter see at the post office?
4. What did Maria do at the post office?
5. What is the use of the directory?
6. Who wrote the dialogues?

Future Tense

The **future tense** describes an action that **will happen later**. It is usually formed with:

will + verb or **shall + verb** (often used with “I” and “we”).

Examples sentences in future tense

1. I **will read** a newspaper tomorrow.
2. She **will buy** a ticket next week.
3. They **will pay** the fare before the journey.
4. We **shall travel** by coach to the city.
5. The conductor **will collect** the tickets later.

Exercise 4: Use the following verbs in future tense to complete the sentences: reduce, **rent**, **go**, **buy**, **deliver**, **send**, **drop**, **reach**, **receive**.

1. The bus **further** down the road tomorrow.
2. The conductor **will talk about** the new fare rules.
3. We**a stamp** at the post office.
4. My father **a parcel** to his friend.
5. The clerk **the letter** into the letter box.
6. The driver **the speed** near the corner.
7. The passengers **their destination** safely.
8. The school **a private box** at the post office.
9. The postman **the mail** in the morning.
10. My mother **a registered letter** next week.

Conjunction

A **conjunction** is a word that **joins words, phrases, or sentences together**. It helps us connect ideas and make writing smoother.

Types of Conjunctions

1. **Coordinating Conjunctions** – join words or sentences of equal importance.
 - Examples: **and, but, or, so, for, yet, nor**
 - *I bought a ticket **and** a stamp.*
2. **Subordinating Conjunctions** – join a main sentence with a dependent one.
 - Examples: **because, although, if, when, since, while, until**
 - *I stayed at home **because** it was raining.*
3. **Correlative Conjunctions** – work in pairs.

- Examples: **either...or, neither...nor, both...and, not only...but also**
- You can send **either** a parcel **or** a package.

Exercise 5: Rewrite the sentences and Underline any conjunction.

1. I posted a letter and a parcel.
2. She bought a stamp, but she forgot the envelope.
3. We shall go to the post office or the bank tomorrow.
4. He stayed at home because he was sick.
5. Although it rained, the postman delivered the mail.
6. You can send either a telegram or an arogram.
7. The clerk gave me a receipt, so I kept it safely.
8. The host welcomed the guests while the hostess prepared the food.
9. Both the package and the registered letter were delivered.
10. I will wait here until the post office opens.

Sub-Topic 5B: The Telephone



Mobile phones



Telephone



SIM Card



Network Mast

📞 Telephone Terms and Their Meanings

Term	Meaning
Telephone	A device used to talk to someone far away.
Mobile telephone	A portable phone you can carry anywhere (cell phone).
Telefax (sometimes called <i>fax</i>)	A machine that sends copies of documents through telephone lines.
Airtime	The amount of talk time or data you buy to use a mobile phone.
Landline / Fixed line	A telephone connected by wires in a home or office.
Receiver	The part of the phone you hold to your ear to listen.
Handset	The whole phone you hold in your hand (receiver + mouthpiece).
Network mast	A tall tower that sends signals so mobile phones can connect.
Toxins	Harmful substances sometimes found in old phone batteries.
Telephone directory	A book or list of people's names, addresses, and phone numbers.
Dial	To press numbers on a phone to make a call.
Airtime card	A card you buy to load airtime onto your phone.
Call	Talking to someone on the phone.
Subscriber Identification Module (SIM) card	A small chip inside a mobile phone that stores your number and connects you to the network.
Load	To add airtime or data to your phone.

Exercise 6: Rewrite the following sentences underlines the words for telephone communication.

1. I used the telephone to call my friend.
2. My father bought a mobile telephone last week.
3. The office sent a document by telefax.
4. I bought airtime to make a call.
5. Our home has a landline telephone.
6. She picked up the receiver to answer the call.
7. The handset fell on the floor.
8. The network mast near our school helps us get signal.

9. Old batteries may contain toxins.
10. I found my uncle's number in the telephone directory.
11. Please dial the number quickly.
12. He bought an airtime card to load his phone.
13. I made a call to my teacher.
14. My phone has a SIM card inside.
15. I will load airtime before the party.

Past Simple Tense

The **past simple tense** describes an action that **happened and was completed in the past**. It is usually formed by:

- Adding **-ed** to regular verbs (*play* → *played*, *walk* → *walked*).
- Using the past form of irregular verbs (*go* → *went*, *eat* → *ate*).

Examples of Past Simple Tense

1. I **posted** a letter yesterday.
2. She **bought** a stamp last week.
3. They **sent** a parcel to their uncle.
4. We **visited** the post office on Monday.
5. The clerk **gave** me a receipt.

Exercise 7: Complete the following sentences using the following verbs in simple past tenses: **reduce, deliver, write, drop, dail, welcome, explain, pay, send, or rent.**

1. The passenger the fare before the journey.
2. I the letter in the letter box.
3. My father a money order last month.
4. The postman the mail in the morning.
5. We a private box at the post office.
6. She the number and made a call.
7. The teacher the use of a SIM card.
8. The driver the speed near the corner.
9. The journalist an article about the ceremony.
10. The host the guests warmly.

Present Simple Tense

The **present simple tense** describes actions that:

- Happen **regularly** (habits or routines).
- Are **true facts**.
- Show **general truths**.

It is usually formed with the **base verb** (e.g., *play, read, go*). For third person singular (he, she, it), we add **-s** or **-es** to the verb.

Examples of Present Simple Tense

1. I **buy** a stamp at the post office.
2. She **sends** a parcel every week.
3. They **read** the newspaper daily.
4. The conductor **collects** the fare.
5. We **travel** by bus to school.

Exercise 8: Complete the following sentences using the following verbs in simple present simple tenses: **reduce, deliver, write, drop, use, welcome, explain, report, sell, or load**.

1. The postman mail every morning.
2. My father airtime on his mobile phone.
3. I letters in the letter box.
4. She a telegram to her friend.
5. We **use** a SIM card in our mobile telephone.
6. The teacherthe lesson clearly.
7. The driver speed near the corner.
8. The journalist news in the newspaper.
9. The host guests warmly.
10. The clerk stamps at the counter.

Using enough to ...

The phrase **enough to** shows that something is **sufficient** or **adequate** for a particular action. It connects an adjective or adverb with an action.

Structure

- **Adjective/Adverb + enough + to + verb**

Exercise 9: Use the following words to complete the sentences below: **big, clever, patient, large, fast, old, kind, short, credit, and strong**

1. The box is**enough to** carry the parcel.
2. She is **enough to** lift the package.
3. The letter is**enough to** fit in the letter slot.
4. He is **enough to** buy a SIM card.
5. The bus is **enough to** reach the destination on time.
6. The student is **enough to** answer the question.
7. The postman is **enough to** help the old man.
8. The phone has **enough to** make a call.
9. The directory is **enough to** contain all addresses.
10. The teacher is **enough to** explain again.

Using ... need to

- **Need to** shows that something is **necessary** or **required**.
- Structure: **Subject + need(s) to + verb**

Examples:

1. I **need to** buy a stamp at the post office.
2. She **needs to** send a parcel today.
3. They **need to** load airtime before making a call.

Using needn't

- **Needn't** (short for *need not*) shows that something is **not necessary**.
- Structure: **Subject + needn't + verb**

Examples:

1. You **needn't** buy a new SIM card; you already have one.
2. He **needn't** go to the post office; the postman will deliver the mail.

3. We **needn't** carry the package; it is too heavy.

Exercise 10: Use: **need to, needs to, or needn't** to complete the following sentences

1. Ipay the fare before the journey.
2. She **to** dial the number correctly.
3. Werent a private box at the post office.
4. He send a telegram; he can make a call instead.
5. They wait long; the bus will arrive soon.
6. The teacherexplain the lesson clearly.
7. The journalist write another article; the story is complete.
8. My fatherload airtime on his mobile telephone.
9. The clerk check the directory again; the name is already there.
10. The hostwelcome the guests warmly.

Sub-topic 5C: The Internet



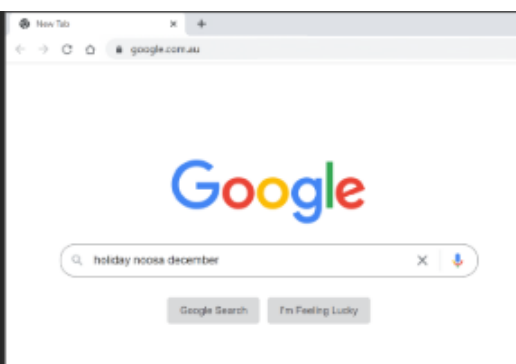
Desktop Computer



Laptop computer



Internet café



Google search prompt

Internet Terms and Their Meanings

Term	Meaning
E-mail	Electronic mail; a way of sending messages through the internet.
Website	A collection of pages on the internet with information, pictures, or services.
Delete	To remove or erase information from a computer or phone.
Save	To keep information stored on a computer or device.
Open	To start or view a file, folder, or program.
Scroll	To move up or down a page on a screen.
Folder	A place to keep and organize files on a computer.
Surfing	Browsing or moving from one website to another on the internet.
Computer	An electronic machine used to store, process, and display information.
Internet café	A public place where people pay to use computers and access the internet.
Service fee	Money paid for using a service, like internet access.
Virus	A harmful program that can damage a computer or steal information.
Google	A popular search engine used to find information on the internet.
Yahoo	Another search engine and email service provider.
Search	To look for information on the internet.
Page	A single screen of information on a website.
Access	The ability to enter or use the internet, a file, or a program.
Sign in	To enter your username and password to use an account.
Sign out	To exit your account safely after use.
Log	A record of activities or actions on a computer or website.
Internet Explorer	A web browser used to view websites.
Search engine	A program (like Google or Yahoo) that helps you find information online.

Exercise 11: Use the following words to complete the sentences below: **scroll, delete, signed out, Google, website, e-mail, signed in, internet café, virus.**

1. I sent anto my teacher.
2. She opened a to read the news.
3. He clicked to remove the file.
4. We **save** our homework in a folder.
5. I down the page to see more pictures.

6. My father visited anyesterday.
7. The computer had a, so it stopped working.
8. We use to search for information.
9. The studentto his account.
10. After finishing, he safely.

Using ... too ... to ...

The phrase **too ... to ...** shows that something is **excessive** or **more than necessary**, so it prevents an action from happening.

Structure

- **Subject + be + too + adjective/adverb + to + verb**

Examples

1. The box is **too heavy to** carry.
2. The letter is **too long to** fit in the letter slot.
3. He is **too young to** buy a SIM card.
4. The bus is **too slow to** reach the destination on time.

Exercise 12: Use the following words to complete the sentences: **narrow, expensive, tired, big, short, and old.**

1. The parcel is **too** **to** put in the private box.
2. She is **too** **to** walk to the post office.
3. The computer is **too** **to** run the program.
4. The phone is **too** **to** buy.
5. The road is **too** **to** drive a bus.
6. The story is **too** **to** publish in the newspaper.

Using ... in order to ...

The phrase **in order to** shows the **purpose** or **reason** for doing something. It answers the question: *Why did you do it?*

Structure

- **Subject + verb + in order to + verb**

Examples

1. I **went** to the post office **in order to** buy a stamp.
2. She **studied** hard **in order to** pass the exam.
3. They **saved** money **in order to** rent a private box.

Exercise 13: Use the following words to complete the sentences: **loaded, wrote, called, slowed, arrived, explained, and checked.**

1. He his friend **in order to** invite him to the party.
2. We early **in order to** get good seats.
3. The driverdown **in order to** avoid an accident.
4. The teacher again **in order to** help the pupils understand.
5. My father airtime **in order to** make a call.
6. The clerk the directory **in order to** find the address.
7. The journalist an article **in order to** inform the public.

Using ... so as ...

The phrase **so as to** shows the **purpose** of an action, similar to *in order to*. It explains *why* someone does something.

Structure

- **Subject + verb + so as to + verb**

Examples

1. I spoke softly **so as to** not disturb the class.
2. She left early **so as to** catch the bus.
3. They saved money **so as to** buy a parcel stamp.

Exercise 14: Use the following words to complete the sentences: **wrote, understand, slowed, arrived, checked, studied, address, call**

1. He hard **so as to** pass the exam.
2. We at the post office early **so as to** rent a private box.
3. The driver down **so as to** avoid an accident.
4. The teacher explained again **so as to** help the pupils
5. My father loaded airtime **so as to** make a
6. The clerk arrived the directory **so as to** find the
7. The journalist an article **so as to** inform the public.

Thank You

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