

**MOTHERCARE PREPARATORY SCHOOLS**  
**P.5 HOLIDAY WORK - WEEK 4**  
**ENGLISH**

**Name:** \_\_\_\_\_ **Stream:** \_\_\_\_\_

**THE POST OFFICE**

**1. Arrange the following words in alphabetical order.**

a) package, parcel, private, box, post office

\_\_\_\_\_

b) telegram, telecom, telefax, telephone

\_\_\_\_\_

c) Counter, register, mail, address

\_\_\_\_\_

**2. Write the plural form of these words.**

luggage \_\_\_\_\_

box rental \_\_\_\_\_

rental \_\_\_\_\_

directory \_\_\_\_\_

money ordder \_\_\_\_\_

postage stamp \_\_\_\_\_

**3. Write these abbreviations in full.**

PO \_\_\_\_\_

GPO \_\_\_\_\_

c/o \_\_\_\_\_

Via \_\_\_\_\_

Viz \_\_\_\_\_

N.B. \_\_\_\_\_

etc. \_\_\_\_\_

ie \_\_\_\_\_

**4. Use each of the words to construct a meaningful sentence.**

stamp \_\_\_\_\_

parcel \_\_\_\_\_

letter box \_\_\_\_\_

**5. Use the correct form of the word in brackets to complete the sentences.**

- a) Deborah \_\_\_\_\_ a stamp on to the envelope before sealing it. (stick)
- b) We saw several \_\_\_\_\_ at the post office. (directory)
- c) The clerk weighed all the \_\_\_\_\_ as soon as we reached the post office. (pack)
- d) Namuli will not write to you because she does not know your \_\_\_\_\_ address. (post)
- e) Ayub received a \_\_\_\_\_ letter from his uncle in America. (register)
- f) Fatima used six \_\_\_\_\_ stamps to post the parcel. (post)
- g) He keeps important documents in the box \_\_\_\_\_. (rent)
- h) Having sealed the envelope, he \_\_\_\_\_ the letter into the letter box. (slot)
- i) Mona writes to his cousin \_\_\_\_\_ a year. (two)
- j) The services of the Post Office make \_\_\_\_\_ easy. (communicate)

**\*END\***