

## Addressing an Envelope

The diagram shows a rectangular envelope with a dashed border. In the top-left corner, the text "Return Address" is written vertically. To its right, the return address fields are listed: "Sender's Name", "Street Address", and "City, State Zip Code". In the top-right corner, there is a stamp icon with the word "Stamp" written above it. In the center-right area, the recipient address fields are listed: "Recipient's Full Name", "Street Address", and "City, State Zip Code". A large grey arrow labeled "Address" points from the left towards the recipient address fields.

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## Variations on Addressing an Envelope

The diagram shows a rectangular envelope with a dashed border, similar to the one in slide 10. It includes a "Return Address" section with fields for "Sender's Name", "Street Address", and "City, State Zip Code", and a recipient address section with fields for "Recipient's Full Name", "Street Address", and "City, State Zip Code". A stamp icon with the word "Stamp" is in the top-right corner. A large grey arrow labeled "Address" points from the left towards the recipient address fields.

**#1** *Stephen J. Rocco  
5 Appleseed Drive  
P.O. Box 319  
Greenville, RI 02828*

*\* Mail man will deliver to address that is directly above the City, ST, ZIP*

**#2** *Stephen J. Rocco  
c/o Smithfield High School*

*\* c/o means "In care of" when sent to someone in a large organization or if you reside as a guest in someone's home.*

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