

HO-20 Write a Postcard

A postcard is a great way to send a short message to someone. Here are some tips for writing postcards:

1. Make sure the address is correct and complete.

Name: Christine Hillman
Street: 32 South Parkway, Dr.
City/Province: Kenaston, SK
Country: Canada
Postal Code: S0G 2N0

2. Include the country only if your postcard is going outside of the country you're in.

Addresses often use short forms in street names. Here are some examples:

Street – St.	Drive – Dr.	Road – Rd.
Boulevard – Blvd.	Crescent – Cres.	Avenue – Ave.

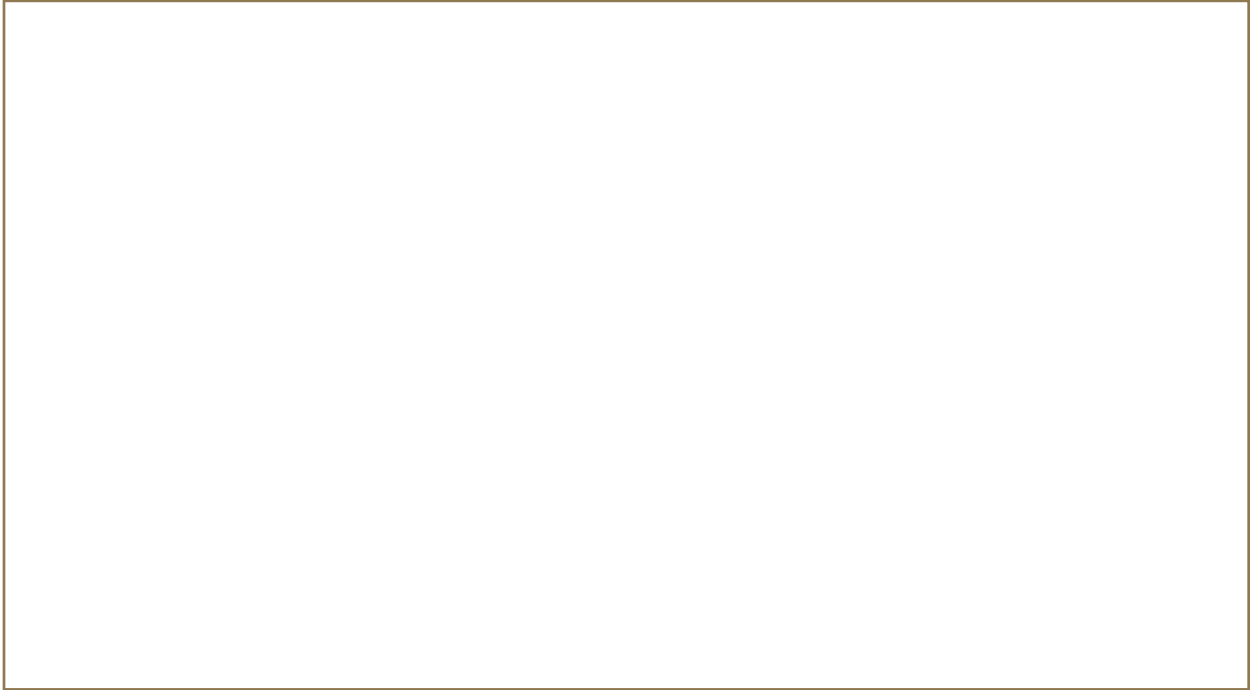
3. Use the short form for the name of the province. The short form is two capital letters. Here are some examples:

Alberta – AB	British Columbia – BC	Saskatchewan – SK
New Brunswick – NB	Newfoundland – NF	Manitoba – MB

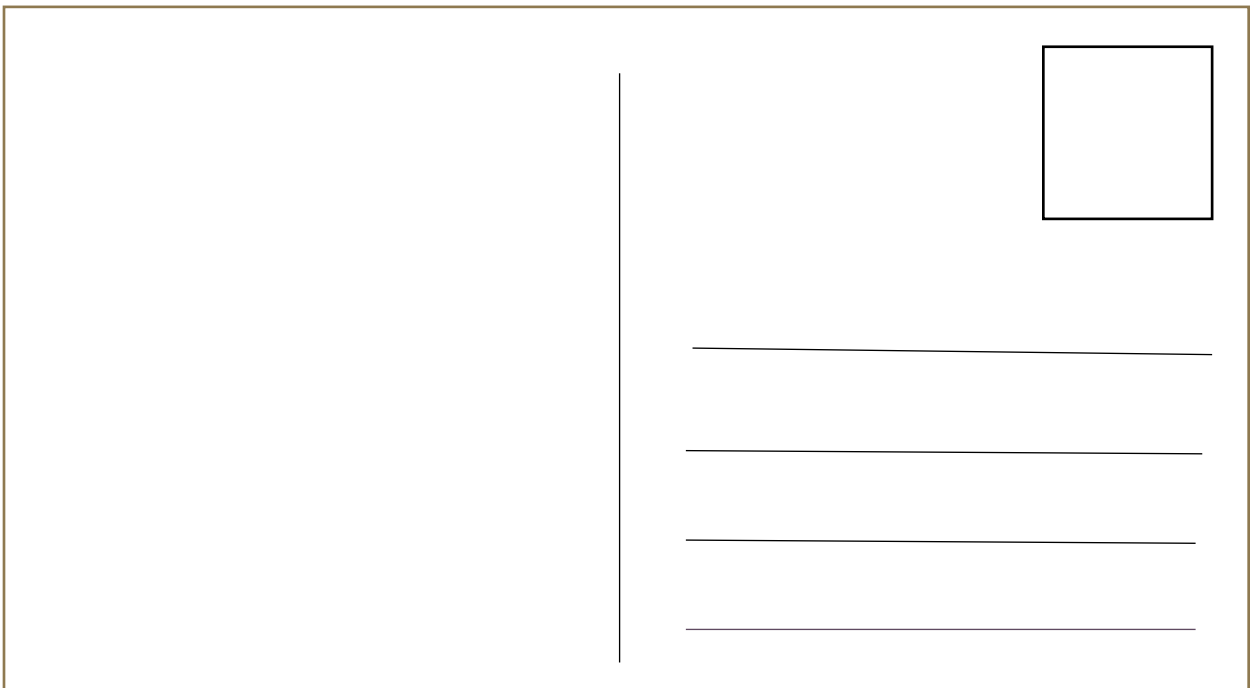
4. Think about what you want to say before you start to write.
Remember that you don't have much space on a postcard. Start with the most important thing you want to say. Don't forget to sign it!
5. Write or print neatly. It's no fun to get a postcard you can't read!
6. Don't forget the stamp, and make sure you use the correct postage.

Use the next page to make a postcard for someone you know.

Front: Draw a picture of yourself, your family, or anything else.



Back: Write the address on the right and your message on the left.



The back of a postcard template. It features a large empty rectangular box on the left for writing a message. On the right side, there is a vertical line separating the message area from the address area. To the right of this line, there are four horizontal lines for writing an address. In the top right corner, there is a small square box for a stamp.