



Name: \_\_\_\_\_ Class: \_\_\_\_\_

Create your own stationery set in the boxes below. You might like to include your name, address and phone number. Use the large box for a letterhead and the smaller boxes for business cards. Be creative with colour and designs. See the example below.

## Addressing an envelope ...



- Always write clearly.
- Write the full name of the person you are sending it to, then their address, then the state and finally the postcode.
- Make sure you write your return address on the back of the envelope.
- Put the correct postage stamp on the top right-hand corner of the envelope.



*Kayla Gibbernathy*  
120 Light Street  
Silvia Bank  
QLD 5888  
Ph: 07 8888 9999