

Here comes a letter

I. Fill in the blanks:

1. Letters to be sent are dropped in a letter box.
2. The colour of the letter box is red.
3. A postcard is the cheapest among all letters.
4. In old days the letters were sent by pigeons.
5. A postman brings our letters.
6. E-mails are sent through computers.

II. Write true or false:

1. A letter can be sent only through postcard. **False**
2. PIN stands for postal India number. **False**
3. Letters are stored at the railway station. **False**.
4. A postman brings our letters. **True**.

III. Answer the following questions:

1. What is the cheapest means of communication?

Ans: The postal system is the cheapest means of communication.

2. Name some means of communication.

Ans: Letters, radio, television, e-mails, newspaper etc.

3. Why should we write the pin code on a letter?

Ans: Because writing pin code makes it easier for the postman to sort letters according to their destination.

4. What can we send through e-mail?

Ans: We can send audios, video clips, photos, messages etc. through e-mail.

5. What kind of communication was used long ago?

Ans: Long ago, Pigeons were used to carry letters. Also men were sent on foot to deliver letters.

6. What is the fastest means of communication?

Ans: Telephones and e-mails are the fastest means of communication.

7. What is the full form of PIN?

Ans: Postal Index Number.

8. Explain the following:

1. Courier service: Urgent letters can be sent through courier services.

These letters reach their destination in one or two days.

2. Telegram: We write a short message on telegram and give it to telegraph office. A telegram takes just a few hours to reach its destination.

3. Cellular phones: Cellular phone or mobile is a telephone that does not have wires. It can be carried anywhere. We talk to people and send messages over it.

9. What is mass communication?

Mass communication refers to any means of communication that sends messages to a large number of people almost at the same time.

10. Write the expansion of STD, ISD, SMS and PIN .

STD – Subscriber Trunk Dialing.

PIN – Postal Index Number.

ISD- International Subscriber Dialing

SMS- Short Messaging Service.

11.Explain the journey of a letter.

Ans: The postman collects letters from the letter box and takes them to the head post office.

At the post office these letters are stamped and arranged in slots according to the names of the places they should reach.

They are sent to their destinations in big bags by some means of transport. A postal van takes them to the main post office there.

The letters are again sorted there according to the area and finally the postman delivers the letter to the receiver by seeing the address written on them.

12. What is communication?

Ans: The process of expressing our ideas, feelings or giving information is called as communication.

13. What is internet?

Ans: Internet provides latest information about everything and connects us to the outside world.

