

Sheltered Employment Mailing Services Inserting and Folding 1

Objective:

Given instructions, the student will be able to open envelopes correctly.

Instructional Activities:

1. For envelopes that use glue for sealing:
 - a. Demonstrate and explain how to pull the flap and separate the sides. Demonstrate spreading fingers inside the envelope as far as possible and gently lifting the flap without damaging it.
 - b. Demonstrate and explain how to take a letter opener and carefully insert it under the flap. Demonstrate pulling the letter opener upward to the top of the envelope and then pulling the opener across the top to split the envelope open.

Explain to the student that envelopes which use string or clips for sealing may also use glue.

- a. For envelopes that use string for sealing:

Show the student the envelope and have the student locate the end of the string on the fastener. Demonstrate and explain how to take the end of the string and gently unwind it from around the fastener. Explain that if the flap is not sealed the envelope will open. If the flap is sealed then the student must follow the steps for opening an envelope that uses glue.
 - b. For envelopes that use clips for sealing:

Show the student the envelope and have the student locate the clip. Demonstrate and explain how to take your finger and carefully put it under one of the clips. Demonstrate and explain how to push the clip upward so that it points to the ceiling. Repeat this for the other side of the clip. Gently lift the flap of the envelope if it is not sealed. If the flap is sealed then the student must follow the steps for opening an envelope that uses glue.
2. Take the student on a trip to an office and have the student observe the secretaries open the daily mail. Have the student work as a volunteer in the office to give the student first hand practice.

Develop an office. Have the student open the mail each morning when it arrives.

Assessment Tasks:

On three separate occasions, observe the student opening three separate types of envelopes correctly.