# Posting parcels, letters and cards

Name_____ Date_____

**Your teacher will suggest which pages to work on.**

| | Page | Question | Maths topics | Marks (optional) |
|---|---|---|---|---|
| Contents | 1 | | Contents and student record sheet.<br>How to complete this workbook. | |
| Introduction & information | 2 | | Pat and Mitch. Table A: Royal Mail UK standard postal prices.<br>Table B: UK Letter and parcel sizes. | |
| Entry 3 questions | 3 | 1-7 | Extract information from tables. Use and compare metric measures of weight/length. Use and compare money/decimals. | /8 |
| | 4 | 8ab | Properties of 3D shapes. Extract information from tables. Use and compare metric measures of weight and length. | /2 |
| | | 9abcd | Extract information from tables. Calculate with money. Use and compare metric measures of weight/length. Check answers. | /6 |
| Level 1 questions | 5 | 10a | Convert between metric units of length. | /6 |
| | | 10bc | Add, subtract and multiply decimals. Check answers. | /7 |
| | 6 | 11 | Convert between metric units of length. Add, subtract and multiply decimals up to 2 decimal places. | /3 |
| | | 12 | Convert between metric units (of length & weight). Use simple formulae expressed in words for one or two step operations. | /8 |
| | | | | /40 |

## How to complete this work book

**Write your answer where you see the pencil.**

For *most* questions you will get 1 mark each correct answer.

You also get marks for showing your working (even if your final answer is wrong), and using units of measure.

**You can use a calculator but you must show all your working** (see below).

**Where you see this notebook, you must show how you get your answers.**

You will get extra marks for showing your working.

Your working can be calculations, explanations, diagrams or pictures.

You may find helpful to watch this Royal Mail video:

**How to tell the difference between Letter and Large Letter formats.**

https://www.youtube.com/watch?v=D-O_YZ-oZQo

# Posting parcels, letters and cards

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Pat and Mitch have cards and parcels to post.
They find this information at the Post Office

**Table A**

**Royal Mail UK standard prices**

| Size | Weight up to and including | 1st Class Price | 2nd Class Price |
|---|---|---|---|
| **Letter** | 100g | 85p | 66p |
| **Large letter** | 100g | £1.29 | 96p |
| | 250g | £1.83 | £1.53 |
| | 500g | £2.39 | £1.99 |
| | 750g | £3.30 | £2.70 |
| **Small parcel** | 1kg | £3.85 | £3.20 |
| | 2kg | £5.57 | £3.20 |
| **Medium parcel** | 1kg | £6.00 | £5.30 |
| | 2kg | £9.02 | £5.30 |
| | 5kg | £15.85 | £8.99 |
| | 10kg | £21.90 | £20.25 |
| | 20kg | £33.40 | £28.55 |

**Table B**

**Letter and parcel sizes**

| Name | Format | Maximum weight | Maximum length | Maximum width | Maximum thickness /depth |
|---|---|---|---|---|---|
| Letter | | 100g | 24cm | 16.5cm | 5mm |
| Large letter | | 750g | 35.3cm | 25cm | 2.5cm |
| Small parcel | | 2kg | 45cm | 35cm | 16cm |
| | | | Rolled and cylinder-shaped parcels that measure up to length 45cm and diameter 8cm. | | |
| Medium parcel | | 20kg | 61cm | 46cm | 46cm |
| | | | For rolled and cylinder-shaped parcels, the length plus twice the diameter must not exceed 104cm, with the greatest dimension being no more than 90cm | | |

Source: adapted in Dec 2021 from https://personal.help.royalmail.com/app/answers/detail/a_id/89 and https://www.royalmail.com/sites/royalmail.com/files/2021-03/royal-mail-our-prices-april-2021.pdf

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**Use Table A on page 2 to answer questions 1 to 4.**

1. How much does it cost to send a **letter** by 1st Class post?

_____ (E3.21. 1 mark)

2. A **large letter** weighs 700g. What is the price of 2nd Class postage?

_____ (E3.1, E3.21. 1 mark)

3. Which **type** and **weight of parcel** has a 1st class postage price of £3.85?

_____

_____ (E3.21. 2 marks)

4. Which item is the most expensive to post? Tick **(✓)** the correct answer.

| | |
|---|---|
| 650g large letter by 1st class post | 1.5kg small parcel by 2nd class post |

(E3.1, E3.8, E3.16, E3.21. 1 mark)

**Use Table B on page 2 to answer questions 5 to 7.**

5. What is the maximum width for a **large letter**?

_____ (E3.21. 1 mark)

6. What is the maximum length for a **small parcel**?

_____ (E3.21. 1 mark)

7. What is the maximum diameter for a **cylinder-shape small parcel**?

_____ (E3.21. 1 mark)

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**Use tables A and B to answer questions 8 and 9.**

8. Mitch sends a package that weighs 860g. It is a 15cm cube.

   a. What type of package is this? Tick (✓) the correct answer.

   | Large letter | Small parcel | Medium parcel |
   |---|---|---|

   b. How much does it cost to send the package by first class post?

   _____ (E3.19, E3.21. 2 marks)

9. Pat sends a box of gifts. The box measures 60cm x 30cm x 40cm.
   The total weight is 4kg.

   a. What type of package is this? Tick (✓) the correct answer.

   | Large letter | Small parcel | Medium parcel |
   |---|---|---|

   b. How much does it cost to send the box by second class post?

   _____

   c. How much more would it cost to send it by first class post?

   d. Show a check of your answer to c.

   (E3.10, E3.15, E3.21. 6 marks)

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**You will need the information on page 2 to answer question 10.**

10. Mitch makes home-made greetings cards.
a. Complete the missing information in the table.

| | Length x width x depth when in envelope (not drawn to scale) | Weight (grams) | **Letter** or **Large letter**? | Cost of 1st class postage | Cost of 2nd Class postage |
|---|---|---|---|---|---|
| A | 220 mm x 155 mm x 3mm | 92 | | | |
| B | 230mm x 100mm x 3mm | 125 | | | |
| C | 35cm x 22.5cm x 1.8cm | 70 | | | |

(L1.20. 6 marks)

b. Mitch sends the following 9 cards to friends and family:

Card A – 5 Card B – 1 Card C – 3

Mitch sends each card by 1st class post.
**If 2nd class post is used, how much money is saved? Show your working out.**

c. Show a check of your final answer to b.

(L1.11. 7 marks)

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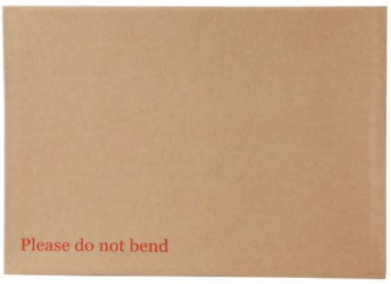
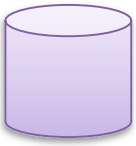
**You will need the information on page 2 to answer questions 11 and 12.**

11. Pat puts an A4 sized photograph into a C4 board back envelope (229 mm x 324mm).
The total weight is 62 grams. The depth is 0.4cm.
**What is the cost of first-class postage?**
**You must show your metric conversions.**




(L1.20. 3 marks)

12. Decide whether each parcel is a small parcel, a medium parcel, or too big / heavy to send via Royal Mail. Then find the 2nd class postage costs (if applicable). **Write your answers in the table.**

| | Length (cm)<br>*Not drawn to scale* | Diameter | Weight | **Small** or **Medium** or **too big/heavy** | Cost of 2nd Class postage |
|---|---|---|---|---|---|
| A | 38.5cm | 50mm | 1008g | | |
| B | 44cm | 7.5cm | 2225g | | |
| C |  63cm | 22cm | 11.3 kg | | |
| D | 89cm | 6cm | 5.6kg | | |

(L1.5, L1.20. 8 marks)

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