Commas in Greetings and Closings of Letters

Name: _____	Date: _____	Score: _____ / 10

Quick Review

In a letter, put a **comma** after the **greeting** (Dear Sam,) and after the **closing** (Your friend,). The greeting starts the letter and the closing ends it.

PRACTICE

Choose or write the correct comma.

1. Which greeting is written correctly?

- **A.** Dear Sam
- **B.** Dear Sam,
- **C.** Dear, Sam
- **D.** Dear Sam.

2. Which closing is written correctly?

- **A.** Your friend
- **B.** Your, friend
- **C.** Your friend,
- **D.** Your friend.

3. Where does the comma go in this greeting?
Dear Grandma

- **A.** after Dear
- **B.** after Grandma
- **C.** before Dear
- **D.** no comma is needed

4. Which closing is written correctly?

- **A.** Love Mia
- **B.** Love, Mia
- **C.** Love Mia,
- **D.** love Mia

5. Which line is a GREETING that needs a comma?

   A. I had fun at camp.

   B. Dear Uncle Joe

   C. We played all day.

   D. See you soon

6. Add a comma to this greeting: *Dear Mom*

   Answer: _____

7. Add a comma to this closing: *Your friend*

   Answer: _____

8. This greeting is correct: *Dear Ben,*

   T / **F**

9. Which letter part is missing a comma?

   A. Dear Lily,

   B. Thank you for the gift.

   C. From Grandpa

   D. I love the toy car.

10. Write a greeting and a closing for a letter. Use commas correctly.

    _____

    _____

Answer Keys

1	A	**B**	C	D	
2	A	B	**C**	D	
3	A	**B**	C	D	
4	A	B	**C**	D	
5	A	**B**	C	D	

6	Dear Mom,
7	Your friend,
8	**T** F
9	A B **C** D
10	See below

Explanations

1. B	A comma goes after the greeting of a letter.
2. C	A comma goes after the closing of a letter.
3. B	The comma goes after the name at the end of the greeting.
4. C	A comma goes after the closing word, then the name is on the next line.
5. B	Dear Uncle Joe is the greeting that begins the letter.
6. Dear Mom,	Put a comma after the greeting of a letter.
7. Your friend,	Put a comma after the closing of a letter.
8. T	A comma after the greeting is correct.
9. C	The closing From Grandpa needs a comma after From.
10.	**Answer:** Example: Dear Anna, ... Your friend, Any greeting and closing with a comma after each one.

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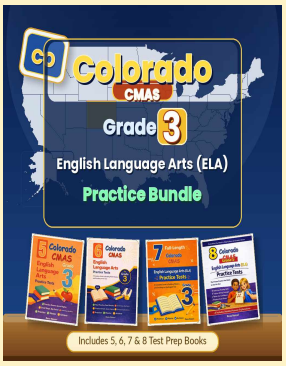

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