

# 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
- 7
- 8  T  F
- 9  A  B  C  D
- 10

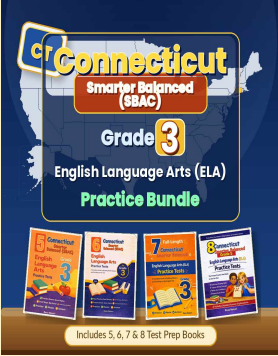
### Explanations

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.	<b>Answer:</b> Example: Dear Anna, ... Your friend, Any greeting and closing with a comma after each one.



## Are You Ready for Grade 3 English?

Your child has worked hard all year in Grade 2 — now get a head start on next year! The **Connecticut Smarter Balanced Grade 3 ELA bundle** below builds the reading and writing skills students need to start Grade 3 with confidence.




### Connecticut Smarter Balanced Grade 3 ELA Preparation Bundle

26 full-length practice tests across four books (5 + 6 + 7 + 8)

*No repeated questions — maximum practice value!*

▼ DOWNLOAD INSTANTLY ▼



SCAN ME

*Point your phone camera at the code · instant access to all four books*

**26 Tests!**  
**4 Books**  
**One Bundle**

**Important:** All our test books contain **unique, completely different tests** from each other! Each book offers fresh practice questions — no repeats!

5 Practice Tests	6 Practice Tests	7 Practice Tests	8 Practice Tests
<ul style="list-style-type: none"> <li>✓ 5 complete practice tests with detailed explanations</li> <li>✓ Perfect foundation for Smarter Balanced ELA prep</li> <li>✓ Builds confidence and test-taking skills</li> <li>✓ High-quality questions aligned with standards</li> </ul> <p><b>Start your practice journey!</b></p>	<ul style="list-style-type: none"> <li>✓ 6 complete practice tests with detailed explanations</li> <li>✓ <b>Unique tests</b> — different from the 5 tests book</li> <li>✓ Perfect for more practice after mastering 5 tests</li> <li>✓ Same high-quality questions aligned with standards</li> </ul> <p><b>Take your practice to the next level!</b></p>	<ul style="list-style-type: none"> <li>✓ 7 complete practice tests for deeper preparation</li> <li>✓ <b>Unique tests</b> — different from 5 and 6 tests books</li> <li>✓ Builds stamina with full-length practice</li> <li>✓ Aligned to Grade 3 Smarter Balanced ELA standards</li> </ul> <p><b>Maximum preparation power!</b></p>	<ul style="list-style-type: none"> <li>✓ 8 complete practice tests — our largest book</li> <li>✓ <b>Unique tests</b> — different from 5, 6 and 7 books</li> <li>✓ Great for final review before test day</li> <li>✓ Builds true test stamina and confidence</li> </ul> <p><b>Be fully prepared!</b></p>

Get the bundle at [EffortlessMath.com](https://EffortlessMath.com) — scan the QR code above to open the product page.