

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 | <input type="radio"/> A | <input checked="" type="radio"/> B | <input type="radio"/> C | <input type="radio"/> D | 6 | <input type="text" value="Dear Mom,"/> | | | |
| 2 | <input type="radio"/> A | <input type="radio"/> B | <input checked="" type="radio"/> C | <input type="radio"/> D | 7 | <input type="text" value="Your friend,"/> | | | |
| 3 | <input type="radio"/> A | <input checked="" type="radio"/> B | <input type="radio"/> C | <input type="radio"/> D | 8 | <input type="radio"/> T | <input type="radio"/> F | | |
| 4 | <input type="radio"/> A | <input type="radio"/> B | <input checked="" type="radio"/> C | <input type="radio"/> D | 9 | <input type="radio"/> A | <input type="radio"/> B | <input checked="" type="radio"/> C | <input type="radio"/> D |
| 5 | <input type="radio"/> A | <input checked="" type="radio"/> B | <input type="radio"/> C | <input type="radio"/> D | 10 | <input type="text" value="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.



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 **Maine MEA Grade 3 ELA bundle** below builds the reading and writing skills students need to start Grade 3 with confidence.



Includes 5, 6, 7 & 8 Test Prep Books

Maine MEA 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!

<h3>5 Practice Tests</h3> <ul style="list-style-type: none"> ✓ 5 complete practice tests with detailed explanations ✓ Perfect foundation for MEA ELA prep ✓ Builds confidence and test-taking skills ✓ High-quality questions aligned with standards <p style="background-color: white; color: #8e44ad; padding: 5px; border-radius: 5px;">Start your practice journey!</p>	<h3>6 Practice Tests</h3> <ul style="list-style-type: none"> ✓ 6 complete practice tests with detailed explanations ✓ Unique tests — different from the 5 tests book ✓ Perfect for more practice after mastering 5 tests ✓ Same high-quality questions aligned with standards <p style="background-color: white; color: #3498db; padding: 5px; border-radius: 5px;">Take your practice to the next level!</p>	<h3>7 Practice Tests</h3> <ul style="list-style-type: none"> ✓ 7 complete practice tests for deeper preparation ✓ Unique tests — different from 5 and 6 tests books ✓ Builds stamina with full-length practice ✓ Aligned to Grade 3 MEA ELA standards <p style="background-color: white; color: #27ae60; padding: 5px; border-radius: 5px;">Maximum preparation power!</p>	<h3>8 Practice Tests</h3> <ul style="list-style-type: none"> ✓ 8 complete practice tests — our largest book ✓ Unique tests — different from 5, 6 and 7 books ✓ Great for final review before test day ✓ Builds true test stamina and confidence <p style="background-color: white; color: #e67e22; padding: 5px; border-radius: 5px;">Be fully prepared!</p>
--	---	--	--

Get the bundle at EffortlessMath.com — scan the QR code above to open the product page.