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	6	Dear Mom,			
2	A	B	**C**	D	7	Your friend,			
3	A	**B**	C	D	8	**T**	F		
4	A	B	**C**	D	9	A	B	**C**	D
5	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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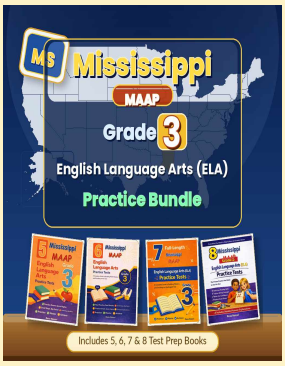

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