

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. | Answer: Example: Dear Anna, ... Your friend, Any greeting and closing with a comma after each one. |



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