

# 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

|   |  |
|---|--|
| <p>1 <input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D</p> <p>2 <input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> D</p> <p>3 <input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D</p> <p>4 <input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> D</p> <p>5 <input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D</p> | <p>6 <input style="width: 100%;" type="text" value="Dear Mom,"/></p> <p>7 <input style="width: 100%;" type="text" value="Your friend,"/></p> <p>8 <input checked="" type="radio"/> T <input type="radio"/> F</p> <p>9 <input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> D</p> <p>10 <input style="width: 100%;" type="text" value="See below"/></p> |
|---|--|

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



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