

# 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.

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## 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.



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