

Letters Need Commas

Read model letters and notice commas.

CCSS.ELA-Literacy.L.2.2b "Use commas in greetings and closings of letters."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline each greeting and closing. Circle the comma that follows each one.

Three Little Letters

- ① Dear Maya, I found a smooth gray rock near the pond today. It has tiny white lines on it. Would you like to look at it with me at recess? Your friend, Noah
- ② Hello Grandma, Our class planted bean seeds in cups by the window. My seed has a small green sprout. I will draw a picture of it at school tomorrow. Love, Inez
- ③ Dear Mr. Lee, Thank you for showing us how to fold paper airplanes. Mine flew past the blue bench on the playground. I want to try a new fold soon. Sincerely, Ava

2 ANSWER WITH EVIDENCE Use the passage

1 Copy Noah's greeting. Include the comma.

2 Copy Inez's closing. Include the comma.

3 What punctuation mark comes after "Dear Mr. Lee" in Ava's letter?

3 YOUR TURN Your own words

Write a short note to someone. Add a greeting and a closing, and put a comma after each one. Write two sentences in the middle.

PART 1 • READ AND MARK

Underline each greeting and closing. Circle the comma that follows each one. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Copy Noah's greeting. Include the comma.	Dear Maya,
2	Copy Inez's closing. Include the comma.	Love, Inez
3	What punctuation mark comes after "Dear Mr. Lee" in Ava's letter?	a comma

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Tia, I saw a red bird by my window. It sang a loud song. Love, Kai

Accept greetings and closings with commas placed after the greeting name or closing words. For the note, accept any sensible message with two body sentences, a greeting, and a closing.