Mail Comma Check

Sort greetings and closings by their ending commas.

L.2.2.b "Demonstrate appropriate use of commas in varied communication formats (e.g., letter, email, blog)."

NAME _____ DATE _____

READY TO USE	NEEDS A COMMA
A letter or email greeting or closing needs a comma at the end. This line has its comma. Hello Grandma,	This greeting or closing is missing its ending comma. Add a comma before you use it. Your friend

1 SORT

8 items

Circle READY or NEEDS for each line, then choose two numbered lines and explain how you knew.

1.	Dear Omar,	READY NEEDS
2.	Best,	READY NEEDS
3.	Dear Nina	READY NEEDS
4.	Love,	READY NEEDS
5.	Sincerely	READY NEEDS
6.	Dear Aunt May	READY NEEDS
7.	Dear Coach Lee,	READY NEEDS
8.	Warmly	READY NEEDS

2 PROVE IT

Explain your thinking

Pick two items from Part 1. For each one, tell how you knew where it belonged.

ITEM # _____ **HOW I KNEW** _____

ITEM # _____ **HOW I KNEW** _____

3 MAKE YOUR OWN

One of each

Write one new greeting or closing that is READY and one that NEEDS a comma.

READY _____

NEEDS _____

CHALLENGE

Write a greeting and a closing for the same email, with a comma at the end of each line.

ANSWER KEY

Mail Comma Check

GRADE 2 · L.2.2.b

PART 1 · SORT

#	ITEM	CATEGORY	WHY
1	Dear Omar,	**READY**	The greeting ends with a comma.
2	Best,	**READY**	The closing ends with a comma.
3	Dear Nina	**NEEDS**	The greeting is missing its ending comma.
4	Love,	**READY**	The closing ends with a comma.
5	Sincerely	**NEEDS**	The closing is missing its ending comma.
6	Dear Aunt May	**NEEDS**	The greeting is missing its ending comma.
7	Dear Coach Lee,	**READY**	The greeting ends with a comma.
8	Warmly	**NEEDS**	The closing is missing its ending comma.

PART 2 · PROVE IT

Accept any explanation that names the deciding feature from the rule box for the chosen item.

PART 3 · MAKE YOUR OWN (SAMPLE ANSWERS)

- **READY**: Dear Eli,
- **NEEDS**: Best wishes

Challenge: Dear Uncle Ray, Take care,

For Part 2, students should name two items and explain whether each has an ending comma. Accept other conventional greetings and closings in Part 3.