Comma Trail Mail

Spot how commas make a class letter clear.

4.LU.2.A "Use commas in series, dates, addresses, and letters in writing."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline every comma in the letter. Write D beside commas in dates, A beside commas in addresses, S beside commas in series, and L beside commas in letter parts.

A Letter to the Nature Center

1. Dear Ms. Rivera, Our class is planning a Saturday visit to the Riverbend Nature Center. We will meet on April 18, 2026, at 9:00 a.m. The center is at 415 Willow Lane, Cedar Falls, Iowa 50613. Please bring a water bottle, a small snack, and a light jacket. We hope to study birds, insects, and wildflowers along the trail.

2. Guide Maya, Mr. Chen, and I will start near the pond. She will show us how animals find food, water, and shelter. After lunch we will sketch a maple leaf, a smooth stone, and a pinecone in our field notebooks. Rain may move us to the indoor room to examine feathers, nests, and animal tracks. Our group will return to school by 1:30 p.m.

3. Please send your reply to Oak Street School at 27 Beacon Road, Cedar Falls, Iowa 50613 by April 10, 2026. Tell us whether the trail is open and whether a guide can meet us. Thank you for sharing your time, your knowledge, and your nature center with our class. We are excited to learn outdoors together. Sincerely, Jordan Lee

2 ANSWER WITH EVIDENCE

Use the passage

1. Copy the date of the visit exactly as it appears in the letter.

2. Copy the complete address of the Riverbend Nature Center.

3. What three items should students bring? Write the series with commas.

4. Copy the greeting exactly, including its comma.

3 YOUR TURN

Your own words

Write a letter of at least three sentences that invites a friend to an event. Include a greeting and closing, one full date, one complete address, and one series of three items, using commas correctly.

ANSWER KEY

Comma Trail Mail

GRADE 4 · 4.LU.2.A

PART 1 · READ AND MARK

Underline every comma in the letter. Write D beside commas in dates, A beside commas in addresses, S beside commas in series, and L beside commas in letter parts. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Copy the date of the visit exactly as it appears in the letter.	**April 18, 2026**
2	Copy the complete address of the Riverbend Nature Center.	**415 Willow Lane, Cedar Falls, Iowa 50613**
3	What three items should students bring? Write the series with commas.	**a water bottle, a small snack, and a light jacket**
4	Copy the greeting exactly, including its comma.	**Dear Ms. Rivera,**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Sam, Our bike picnic will be on June 6, 2026. Meet me at 88 Lake Road, Madison, Wisconsin 53703. Please bring a helmet, a sandwich, and a water bottle. Sincerely, Ava

Accept correctly copied answers with or without a final period when appropriate. For the open response, accept any original letter of at least three sentences that includes all required parts and uses commas correctly in the date, address, series, greeting, and closing.