

26.2

Commas in Letters • Practice 1

In a friendly letter, commas are used in three places: the heading, the salutation, and the closing.

COMMAS IN LETTERS	
The heading	35 Andover Ct. Denver, Colorado 80204 (Between city & state) May 6, 2000 (After the number of the date)
The salutation	Dear Mr. Boyd, (After the salutation)
The closing	With warm regards, (After the closing)

Exercise 1 Using Commas in Letters. Insert a comma wherever necessary in the items below.

EXAMPLE: Dear Grandma Mavis
Dear Grandma Mavis,

- 894 Jenkins Blvd. Knoxville Tennessee 37901 June 12 2001
- Sincerely yours
- Your friend
- 56 Grant Ave. Mobile Alabama 36652 October 19 2000
- Dear Mr. Alberti
- My dear Mrs. Martin
- 469 Rowland Drive Wichita Kansas 67202 January 13 2002
- Yours truly
- Dear Mom and Dad
- 1444 Sutro Lane Pittsburgh Pennsylvania 15219 August 9 2001

Exercise 2 More Work Using Commas in Letters. Write down the information requested, adding commas wherever necessary.

EXAMPLE: A salutation to a brother or sister
Dear Leigh,

- The heading for the address of a relative of yours _____

- The salutation for a letter to your next-door neighbor _____
- The closing for a letter to your grandparents _____
- The heading for a letter from your school _____

- The salutation for a letter to your teacher _____

26.2

Commas in Numbers • Practice 1

Knowing when to use commas with numbers can be confusing. Generally, use commas in numbers of more than three numerals to make them easier to read. Also, use commas in numbers in series to separate them.

NUMBERS WITH COMMAS

More than three numerals	a crowd of 23,491; a cost of \$497,322.00
Numbers in a series	Study pages 16, 19, and 23.

There are some large numbers that are exceptions to the rule and are not punctuated by commas.

NUMBERS WITHOUT COMMAS

ZIP Code	36192
Telephone number	(800) 921-5555
Page number	Page 1142
Year	2002
Serial number	566-09-000
House number	3035 Radcliff Avenue

Exercise 1 Using Commas in Numbers. Rewrite the numbers in each sentence below, inserting commas where necessary. Some will not require commas.

EXAMPLE: We can expect at least 16500 tickets to sell. 16,500

- Our history book ends on page 1009. _____
- Look at diagrams 7 8 and 9. _____
- The carnival attracted 4500 people. _____
- The library is located at 2788 Talbot Drive. _____
- The length of the equator is 24901.55 feet. _____
- Call me at (415) 952-5555. _____
- He turned twenty-one in the year 2002. _____
- Check the glossary on pages 64 65 and 66. _____
- A square mile is 27878400 square feet. _____
- The longest river runs 4145 miles. _____

Exercise 2 More Work Using Commas With Numbers. Fill in the requested information, inserting commas where necessary.

EXAMPLE: Your house number and address

1694 Hanover Lane

- The amount of money you would like to earn in one year _____
- Your ZIP code _____
- An estimate of the number of miles on your family's car _____
- Your telephone number _____
- The number of pennies in \$16.00 _____

