	•	-
Name	Date	<u></u>

## 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 The closing	Dear Mr. Boyd, (After the salutation) 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,

- 1. 894 Jenkins Blvd. Knoxville Tennessee 37901 June 12 2001
- 2. Sincerely yours
- 3. Your friend
- 4. 56 Grant Ave. Mobile Alabama 36652 October 19 2000
- 5. Dear Mr. Alberti
- My dear Mrs. Martin
- 7. 469 Rowland Drive Wichita Kansas 67202 January 13 2002
- 8. Yours truly
- 9. Dear Mom and Dad
- 10. 1444 Sutro Lane Pittsburgh Pennsylvania 15219 August 9 2001

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

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

1	The heading for the address of a relative of	yours	·	
				<del></del>
2.	The salutation for a letter to your next-door	r neighbor	:	
3.	The closing for a letter to your grandparent	.s		
4.	The heading for a letter from your school			
		·	·	
	<del>-</del>			
5.	The salutation for a letter to your teacher			

· ·	Date
26.2 Commas in Let	ters • Practice 2
Exercise 1 Using Commas in Lette salutation, and closing below.	ers. Add commas where necessary in each heading,
XAMPLE: Dear Arlene Dear Arlene,	
1. 211 Old Country Road Pearl River New Y	York 10965 December 7 2000
2. Dear Ellen	
3. Your friend	
4. Fondly	
5. Dear Uncle Ted	
6. 753 Water Street Danbury Connecticut	06810 June 10 2001
7. My dear Michelle	
8. Bye for now	
9. 27 Commerce Street Dallas Texas 7524	0 January 9 2003
10. Love	
Exercise 2 More Practice Using C	Commas in Letters. Follow the directions for Exercise 1.
1. 22 Park Lane Phoenix Arizona 85029 A	ugust 3 2001
2. Yours truly	
3. 320 Market Street Plainview New York	11803 March 28 2002
4. Dear Mr. Tyler	
5. Sincerely	i
6. Dear Melanie	
7. My dear Aunt Jo	
8. With love	
9. Your nephew	
10. Dear George	
Writing Application Using Co imaginary friend. Include a heading, sa	ommas in a Letter. Write a short friendly letter to a real or dutation, and a closing.

26.2 C	omma	s in Numb	ers • Practice	: 1	
Knowing when to than three nume them.	o use commas rals to make	s with numbers can be them easier to read. Al	confusing, Generally, u so, use commas in num	se commas in nu ibers in series to	ımbers separat
		NUMBERS V	WITH COMMAS		• .
	Numbers i	n a series Stud	owd of 23,491; a cost of ly pages 16, 19, and 23	•	- -
There are some	large number	s that are exceptions to	o the rule and are not p	unctuated by cor	mmas.
		Numbers wi	THOUT COMMAS		
		ZIP Code Telephone number Page number Year Serial number House number	36192 (800) 921–5555 Page 1142 2002 566–09–000 3035 Radcliff Avenu	e	
<b>ÉXAMPLE</b> : We	ommas where can expect a	Commas in Numbers. e necessary. Some will t least 16500 tickets to	not require commas. sell. 16,500		
inserting of EXAMPLE: We 1. Our histo 2. Look at d	ommas where can expect a ry book ends lagrams 7 8 a	e necessary. Some will t least 16500 tickets to on page 1009.	not require commas. sell. 16,500		
inserting continued in the inserting continued i	ommas where can expect at ry book ends lagrams 7 8 a val attracted	e necessary. Some will t least 16500 tickets to on page 1009.	not require commas. sell. 16,500	· · · · · · · · · · · · · · · · · · ·	
inserting of EXAMPLE: We 1. Our histo 2. Look at d 3. The carmi 4. The librar	ommas where can expect at ry book ends lagrams 7 8 a val attracted ry is located a	e necessary. Some will t least 16500 tickets to on page 1009.  and 9.  4500 people.  at 2788 Talbot Drive.	not require commas. sell. <u>16,500</u>		
inserting c  EXAMPLE: We  1. Our histo  2. Look at d  3. The carni  4. The librar  5. The length	ommas where can expect at ry book ends lagrams 7 8 a val attracted ry is located at h of the equa	e necessary. Some will t least 16500 tickets to on page 1009.  und 9.  4500 people.  at 2788 Talbot Drive. tor is 24901.55 feet.	not require commas.		
inserting of EXAMPLE: We 1. Our histo 2. Look at d 3. The carmi 4. The librar 5. The length 6. Call me a	can expect at ry book ends lagrams 7 8 at val attracted ry is located at h of the equa	e necessary. Some will t least 16500 tickets to on page 1009.  4500 people. t 2788 Talbot Drive. tor is 24901.55 feet.	not require commas.		
inserting continued in the continued of the carrier	can expect at ry book ends lagrams 7 8 a val attracted ry is located at h of the equal at (415) 952-5 d twenty-one	e necessary. Some will t least 16500 tickets to on page 1009.  4500 people. tt 2788 Talbot Drive. tor is 24901.55 feet. in the year 2002.	not require commas.		
inserting of EXAMPLE: We 1. Our histor 2. Look at d 3. The carmi 4. The librar 5. The length 6. Call me a 7. He turne 8. Check the	can expect at ry book ends lagrams 7 8 a val attracted ry is located at h of the equal at (415) 952-5 d twenty-one	e necessary. Some will t least 16500 tickets to on page 1009.  4500 people. t 2788 Talbot Drive. tor is 24901.55 feet. in the year 2002.  pages 64 65 and 66.	not require commas. sell. 16,500		
inserting of EXAMPLE: We 1. Our histo 2. Look at d 3. The carmi 4. The librar 5. The length 6. Call me a 7. He turne 8. Check th 9. A square	can expect at ry book ends lagrams 7 8 at val attracted ry is located at h of the equal at (415) 952-5 d twenty-one e glossary on mile is 2787	e necessary. Some will t least 16500 tickets to on page 1009.  4500 people. t 2788 Talbot Drive. tor is 24901.55 feet.  in the year 2002.  pages 64 65 and 66.  8400 square feet.	not require commas.		
inserting of EXAMPLE: We 1. Our histor 2. Look at d 3. The carmi 4. The librar 5. The length 6. Call me a 7. He turne 8. Check th 9. A square 10. The long	can expect at ry book ends lagrams 7 8 at val attracted ry is located at h of the equal (415) 952-5 d twenty-one e glossary on mile is 2787 est river runs	e necessary. Some will t least 16500 tickets to on page 1009.  4500 people. t 2788 Talbot Drive. tor is 24901.55 feet.  in the year 2002. pages 64 65 and 66. 8400 square feet.	not require commas.		
inserting of EXAMPLE: We 1. Our histo 2. Look at d 3. The carmi 4. The librar 5. The length 6. Call me a 7. He turne 8. Check th 9. A square 10. The long Exercise	can expect at ry book ends lagrams 7 8 at val attracted ry is located at h of the equal (415) 952-5 d twenty-one e glossary on mile is 2787 est river runs	e necessary. Some will t least 16500 tickets to on page 1009.  4500 people. tt 2788 Talbot Drive. ttor is 24901.55 feet. in the year 2002. pages 64 65 and 66. 8400 square feet. 4145 miles.  Work Using Commandation	not require commas. seil. 16,500		
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inserting content in the carrier of	can expect at ry book ends tagrams 7 8 at val attracted ry is located at h of the equal at (415) 952-5 d twenty-one e glossary on mile is 2787 est river runs 2 2 More commas whe	e necessary. Some will t least 16500 tickets to on page 1009.  4500 people. t 2788 Talbot Drive. tor is 24901.55 feet.  5555. in the year 2002. pages 64 65 and 66. 8400 square feet. 4145 miles.  Work Using Commare necessary. mber and address	not require commas.		
inserting content in the carrier of	can expect at ry book ends lagrams 7 8 at val attracted ry is located at h of the equal (415) 952-5 d twenty-one e glossary on mile is 2787 est river runs 2 2 More commas when our house nur 1694 Hand	e necessary. Some will t least 16500 tickets to on page 1009.  4500 people. t 2788 Talbot Drive. tor is 24901.55 feet.  5555. in the year 2002. pages 64 65 and 66. 8400 square feet. 4145 miles.  Work Using Commander necessary. The rene and address over Lane	not require commas.	in the requested	i informat
inserting of EXAMPLE: We 1. Our histor 2. Look at d 3. The carmi 4. The librar 5. The length 6. Call me a 7. He turner 8. Check th 9. A squarer 10. The long EXAMPLE: Your Zill 1. The amount 2. Your Zill 2. Your Zi	can expect at ry book ends lagrams 7 8 at val attracted ry is located at h of the equal at (415) 952-5 d twenty-one e glossary on mile is 2787 est river runs 2 2 More commas when our house nur 1694 Handount of money code	e necessary. Some will t least 16500 tickets to on page 1009.  4500 people. t 2788 Talbot Drive. tor is 24901.55 feet.  5555. in the year 2002. pages 64 65 and 66. 8400 square feet. 4145 miles.  Work Using Commare necessary. mber and address over Lane you would like to ear	s With Numbers. Fill	in the requested	i informat

Ex	xercise Using Commas in Numbers. In each sentence below, add comm	ios where
_	ecessary. If no commas are needed, write correct.	las wilcic
XAMI	PLE: The area of Belgium is 11779 square miles.	•
	The area of Belgium is 11,779 square miles.	
1. T	Thomas Jefferson inherited 2750 acres of land.	
2. T	The ZIP code for Parson, West Virginia, is 26287.	
3. K	Kentucky has 12161 acres of forested land.	
. M	My telephone number is (111) 691-5555.	
i. Т	The serial number on the toaster is 716 025.	
3. O	One acre equals 43560 square feet.	
7. T	There were 3707000 children born in 1983.	
. T	This quote is on page 1317 of the reference book.	. *
. M	Mount McKinley in Alaska is 20320 feet high,	1
. It	it cost \$40948900 to build the Empire State Building.	- 1
	· · · · · · · · · · · · · · · · · · ·	
23	xercise 2 More Practice Using Commas in Numbers. Follow the direction	ns for Exercise 1.
i. T	To call the hardware store, dial 555-5600.	
2. T	The Statue of Liberty weighs 450000 pounds.	
3. T	The references are listed on pages 22 23 and 24.	
	Each year 42515800 people visit our national parks.	
	The Earth is an average of 92900000 miles from the sun.	
	n 1906 an earthquake shook San Francisco.	•
	The highest mountain peak in South America is 22834 feet.	
	The Pacific Ocean is 64186300 square miles.	
). A	An article about Benjamin West begins on page 1116.	
	The World Trade Center in New York is 1350 feet high.	,
	Vriting Application Using Large Numbers in Sentences. Write a para	agraph about a real
	r imaginary place. Use five or more large numbers in your paragraph.	