

# Commas in Letters Review

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## Understanding Letter Writing

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Answer the following questions based on what you learned about commas in letters.

1. Where do we place a comma in a letter greeting?

- A. After the name
- B. Before the name
- C. After the word Dear

2. In a closing of a letter, we write \_\_\_\_, Your Grandson.

3. Why are commas important in writing?

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4. Match the letter parts with the correct punctuation usage.

Greeting

Dear Grandma,

Closing

Love, Your Grandson

5. What does clear writing show about how we feel?

- A. We don't care
- B. We are confused
- C. We care about the person reading

6. Pleasant words are as a \_\_\_\_, sweet to the soul.

7. How do commas help in letter writing?

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8. According to Proverbs 16:24, pleasant words are good for our what?

- A. Mind
- B. Soul
- C. Body

9. Draw a line from each component to its purpose in a letter.

Greeting

Starts the letter

Closing

Ends the letter

10. Why is it important to use proper punctuation in letters?

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### Answer Key

1. Dear Grandma, 2. Love 3. Commas help make writing clear and show respect to the reader. 4. 0,1 5. We care about the person reading 6. honeycomb 7. Commas separate different parts of a letter, making it easy to read. 8. Soul 9. 0,1 10. Proper punctuation shows respect and makes our message clear.

