



NAME _____ DATE _____

PUNCTUATION (USE OF COMMAS)

Comma is used after the salutation and the subscription (closing part) of a letter. It is used to separate the particulars like house number, street, city state, etc... in the address part of the letter. It is used to separate day, date, month and year.

Rewrite the following with correct punctuation in the space provided.

Examples:

a) Mike was born on June 15 2009



Answer: Mike was born on June 15, 2009.

b) My dear Brother



Answer: My dear Brother,

c) Mrs Emily Wilson Flat 30 Timeson services Industrial area, Cambridge.

Answer: Mrs. Emily Wilson, Flat 30, Timeson services, Industrial area, Cambridge.

1) Dear sir how are you

Answer: _____

2) Thanking you madam.

Answer: _____

3) Dear Mr Mattel

Answer: _____