

# Grammar, Usage, and Mechanics Worksheet #53

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## **FOCUS**      Commas in Letters

Use commas after greetings in personal letters and closings in personal and business letters.

## **CONNECT TO WRITING**

In a personal letter or note, place a comma following the greeting.

**Example:** Dear Tracy,

Also place a comma following the closing.

**Examples:** Yours truly, Love,

In a business letter or memo, place a colon following the greeting.

**Example:** To Whom It May Concern:

Place a comma following the closing.

**Examples:** Sincerely, Thank you for your consideration,

## **PRACTICE**

Add proper punctuation to these letters:

Dear Ralph

Let's meet on Friday.  
It will be fun as always.

Yours truly

Mark

To Whom It May Concern

Please cancel my order and refund  
my credit card on file.

Sincerely

Jaime Sanchez

## **WRITE**

Write your own brief personal note with a greeting and closing.

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# **Grammar, Usage, and Mechanics Worksheet Answers**

## **Grammar, Usage, and Mechanics Worksheet #50 Practice Answers**

1. Lawton, Nevada is my hometown.
2. Olympia, Washington is a beautiful capital.
3. Bogota, Colombia seems like a fascinating city.
4. Glendale, Texas is a nice place to visit, but I wouldn't want to live there.
5. I live at 3442 Spring Street in Irvine, South Carolina.
6. I wrote a letter addressed to: Mo Lawson, 34 North Main St., Columbus Ohio.
7. Amador City, California has post office boxes for its residents.
8. St. Petersburg, Russia used to be the capital of that country.
9. When did Juneau, Alaska reach a population of 10,000?

## **Grammar, Usage, and Mechanics Worksheet #51 Practice Answers**

1. Listen to me, Barbara, and then make up your own mind.
2. That's a dangerous thought you've shared, Bud.
3. Look, Jane, it's going to be hard at first.
4. Sitting by the sofa, she said, "Henry, get over here."
5. I just don't know, Bobby.
6. Tawny, watch where you're going.
7. If you notice, Peter and Kris, none of that will be on the test.
8. Look, Paul, and see here, Julie, you both have missed the main point.

## **Grammar, Usage, and Mechanics Worksheet #52 Practice Answers**

1. Neither he wanted to face the problem, nor did she want to deal with that challenge.
2. In order that all people would have the same chance, they decided to draw numbers.
3. Raymond sent a message to his cousin, but the message was returned unopened.

## **Grammar, Usage, and Mechanics Worksheet #53 Practice Answers**

Left Letter—Dear Ralph, ... Yours truly  
Right Letter—To Whom It May Concern, ... Sincerely,

## **Grammar, Usage, and Mechanics Worksheet #54 Practice Answers**

1. Around the corner she ran into a large, angry dog.
2. If I didn't know better, I would guess that the tired, old woman was not going to leave her house.
3. The funny green character said, "I'm crazy, silly, and full of energy."
4. Unless I'm mistaken, the usual cloudy, gray morning will change to afternoon sun and wind.
5. The book is creative, surprising, delightful, and completely entertaining.
6. The girls are cheerful, helpful, and careful to mind their manners.
7. I left the yucky blue and white board in the stinky, dirty garage.