



Commas and colons are used in specific instances.

Commas are used

- between the day of the month and the year.*

May 23, 2009 July 4, 1776

- between the name of a city and the state, province, or country.*

Paris, France Salem, Oregon Ottawa, Ontario

- after the greeting and closing in a friendly letter.

Dear Aunt Mary, Love,

Colons are used

- to separate the hour and minutes in time.

6:45 10:00

- after the greeting in a business letter.

Dear Mr. Smith:

- before writing a list.

Buy these at the store:

milk

bread

bananas

*See Notes to the Teacher on page 104 for additional information.

Commas & Colons

Name _____

Use Commas



A Add commas to this friendly letter.

154 Elm Street
Fresno CA
July 16 2009

Dear Grandfather

I went to a soccer game with Leon Margo and Mel last Saturday. We had a great time. We got up while it was still dark outside to get an early start. Mom drove all the way to Reno Nevada.

It took us five hours to get there. We stopped once to use the bathroom stretch our legs and eat some lunch. We had a great time, even though our team lost.

The trip home sure was exciting! We had a flat tire Mel got carsick and we got lost. That was my fault. I had the map upside down!

I hope you and Grandma come for a visit soon.

Love

Sally

B On a sheet of lined paper, write a friendly letter to someone you like. Don't forget the commas.

Name _____

Use Colons



Add colons to this business letter.

225 Washington Avenue
Fresno, CA 93650
February 3, 2009

Mr. C. R. Smith
J. S. Kelly Toy Company
120 West Harding Street
Memphis, TN 36231

Dear Mr. Smith

I am looking forward to our 4 30 meeting on March 20. Please bring the following items with you

model of the toy
blueprint of the design
estimate of costs for production

The meeting should take no more than two hours. Will you be able to stay and join our family for dinner? We usually eat around 7 00.

Sincerely,

A handwritten signature in cursive script that reads "Joseph Kelly".

Joseph Kelly

Name _____

Use Commas

Rule
20

A Add commas to this friendly letter.

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July 16 2009

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Love

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Joseph Kelly

Name _____

Comma or Colon?



Fill in each blank below with either a comma or a colon.

1. I was born on May 14__ 1998.
2. Ted will arrive at your house at 3__00 P.M.
3. Carol lives in Bailey__ Colorado.
4. Dear Grandma Bonnie__
Please come to my birthday party.
Love__
Timmy
5. Dear Mr. Baker__
Thank you for the job offer.
Sincerely__
Roman A. Miller
6. Please bring the following gear on the camping trip__
tent
backpack
sleeping bag