

# Commas in Letter Greetings and Closings



## 1. Focus

### Objectives

In this mini-lesson, students will:

- Recognize greetings and closings in letters.
- Understand that commas always come at the end of greetings and at the end of closings.
- Write using commas in letter greetings and closings.

### Preparation

#### Materials Needed

- Chart paper and markers
- Commas in Letter Greetings and Closings (BLM 8)
- Interactive whiteboard resources

#### Advanced Preparation

If you will not be using the interactive whiteboard resources, copy the Commas in Letter Greetings and Closings chart, the modeling text, and the practice text (without answers) onto chart paper prior to the mini-lesson. If necessary, copy the sentence frames and letter from “Strategies to Support ELs” on chart paper.

### Explain Commas in Letter Greetings and Closings

**Say:** When we write a persuasive letter, or any type of letter, we need to make sure that we begin the letter with a greeting that tells whom we are writing to. We also include the word **Dear**. So, if we were writing to ask the principal for something for our class, we could write, **Dear Principal**. The words **Dear** and **Principal** in the greeting begin with capital letters. At the end of the letter, we put a closing that shows the letter is finished. One closing we might use is **Sincerely**. The first word of the closing is always capitalized and a comma always comes at the end of the closing. Right after the closing, we tell who is writing the letter. We could write: **Ms. Evan’s Class**.

Display the following chart on chart paper or use the interactive whiteboard resources.

Commas in Letter Greetings and Closings	
Letter Greetings	Letter Closings
Dear Principal, Dear Senator, Dear Analise,	Sincerely, Your friend,

Example Commas in Letter Greetings and Closings Chart

### Model Using Commas in Letter Greetings and Closings

Display the modeling text on chart paper or use the interactive whiteboard resources and read them aloud to students.

Dear Senator, Sincerely, Tom Jones	Dear Analise, Your friend, Leo
--	--------------------------------------

Modeling Text

**Say:** I see two examples of greetings and closings for letters. I see that the words **Dear**, **Senator**, and **Sincerely** are capitalized in the first example. I see there is a comma at the end of the greeting. The word **Sincerely** is the closing. I know that I always need to put a comma at the end of the closing. The second example shows the greeting and closing of a friendly letter. The closing is **Your friend**. There is a comma after the closing.



## 2. Rehearse

### Practice Using Commas in Letter Greetings and Closings

Display the practice text (without answers) on chart paper or use the interactive whiteboard resources. Ask students to work with a partner to identify which lines are greetings, which are closings, and where the comma belongs in each greeting and closing.

If your class includes English learners or other students who need support, use “Strategies to Support ELs.”

Letter Greetings and Closings	Greeting or Closing?
Your friend,	Closing
Dear Principal,	Greeting
Dear Mrs. Gomez,	Greeting
Sincerely,	Closing
Hi Grandma,	Greeting

Practice Text

### Share Sentences with Commas in Letter Greetings and Closings

Invite students to tell you which words in the chart are greetings and which are closings and where the commas belong. Discuss the use of capital letters in each greeting and closing.



## 3. Independent Writing and Conferring

**Say:** *We learned that letters have a greeting and a closing. A formal greeting usually begins with **Dear** and the name and/or title of the person you are writing to. There is always a comma at the end of the greeting. We also need to use a comma after the closing of our letter. We can use one or more words as our closing and the comma comes right after the last word in the closing—just before our name.*

If you would like to give students additional practice recognizing and using commas in letter greetings and closings have them complete BLM 8.



## 4. Share

Bring students together. Review and provide corrective feedback based on students’ answers to BLM 8.

## Strategies to Support ELs

### Beginning

Display a simple letter on chart paper. Support beginning ELs’ understanding that a letter has an opening and a closing. Point to the opening. **Say:** *This letter has an opening.* (Point to the closing.) *This letter has a closing.* Circle the comma after the words **Dear** and **Sincerely**. Read aloud the letter with students. Ask students to orally “tell” a letter. Write their letters for them, and read it together. Insert commas where they belong.

*Dear [Student’s name],*

*How are you?*

*Sincerely,  
[Teacher’s name]*

### Intermediate and Advanced

Pair students with fluent English speakers to complete the practice activity. Provide the following sentence frames to help students talk about the greetings and closings.

*The greeting is \_\_\_\_\_.*

*The closing is \_\_\_\_\_.*

*The comma goes \_\_\_\_\_.*