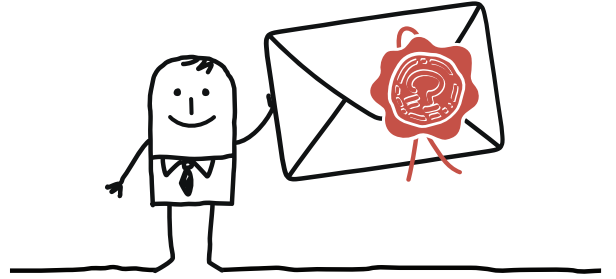


Punctuating Your Letter



Read the letter below. Find and insert the following missing punctuation:

- three periods
- one comma in the address
- one exclamation point
- one comma in the greeting
- two commas in a list
- one comma in the closing

Name of recipient
Street
City State Zip Code

Greetings Students

This is where you introduce the purpose of your letter. Tell your reader why you are writing and explain a little bit about the topic. It would also be great to find a way to make your audience feel connected to your topic in this first paragraph. It should be about two to four sentences.

Next comes one or two body paragraphs. The body paragraphs go into more detail about your topic. If it's a personal letter, you can tell the recipient stories, share your feelings, or ask questions—whatever you want. If your letter is not a personal letter, you should identify reasons and details that support your topic. Be sure to include your voice in the letter. Think about the person or people you are writing to, and really connect them to the topic or to your stories. These paragraphs are usually about two to four sentences long.

Finally, the last paragraph is a closing statement. In a personal letter, you might say something kind and wish your recipient well. In a business or persuasive letter, you touch back on your purpose and identify any action you want the recipient to take.

Sincerely

Ned. A. Break

Your teacher