

Mechanics Help

Using the Comma with Formal Letters

In a formal letter the comma is used to separate elements within the address and after the complimentary close. The colon is used after the salutation in a formal letter. Correct all the mistakes in the following examples.

Address

1. 16 West 54th ST
Chicago Illinois
2. 2369 Garfield ST
Pittsburgh; PA.
3. 4528 10th Ave
Carter. WY
4. 39 Union Dr.
Flagstaff, AZ
5. 1949 Ame ST
Harton Oregon
6. 754 Bann Ave
Colfax. Tennessee
7. 82 N ST
Golden Florida
8. 347 Rainbow Drive
Pleasant; NY

Salutation

To Whom It May
Concern,

Franklin Mercer & Co:

Dear Bob Kiak

Dear Mr Buwl:

Dear Mr. Able;

Dear Miss Kemp.

To whom it may concern. To Fred Fickle;

Complimentary Close

Yours truly,

In conclusion;

Dissatisfied,

Continuing customer.

Sincerely:

With regret

Sincerely:

Farewell

Using Correct Punctuation Within The Paragraph

Read the following paragraph and fill in the missing punctuation. (comma, period, question mark, semicolon)

World War I is referred to by at least two other names____. Have you ever heard of the Great War or the European War____. If you have heard these titles used____ then you may have been involved in a conversation about World War I. The war lasted from 1914 until 1918____ it was fought on three continents and on the oceans. The opposing sides consisted of many different countries ____ On one side were the Allies, more than twenty-five nations____ the principal countries begin France____ the United States____ Italy____ Great Britain _____ Russia, and Japan. The other side, which was referred to as the Central Powers, consisted of Germany____ Austria-Hungary____ Turkey ____ and Bulgaria____. Are you aware of which side won the war_____.

The end of the war occurred November 11____ 1918____. The cost of the war was great in terms of money and also in terms of human lives. Nearly \$200 billion had been spent in financing the war effort. Can you imagine that much money____. An even greater cost, that cannot be measured monetarily _____ was the loss of nearly 10million lives and 20 million wounded_____.

Finally define the following words. Can they be used as both a noun and a verb?

Object

Pine

Will