

Name: _____

Date: _____

Using commas in addresses – Rules for using commas in addresses.

If an address is on an envelope, only one comma is required, between the city and state.

If an address is embedded within a sentence, add a comma after the street address, and between the city and state. You may also use a preposition between the name and street address, or, optionally, a comma.

Envelope:	In a sentence:
President Barack Obama 1600 Pennsylvania Avenue Washington, DC 20500	Please send your letters to President Barack Obama at 1600 Pennsylvania Avenue, Washington, DC 20500. Please send your letters to President Barack Obama, 1600 Pennsylvania Avenue in Washington, DC 20500.

I. Rewrite the following addresses as they should appear on an envelope:

Beatrice Munson lives in Seattle in the state of Washington. Her zip code is 98101 and she lives at 215 Oak Street.	1.
Mr. and Mrs. Jones live on Clemens Avenue in the town of Burlington in the state of Vermont. Their house number is 22. The zip code for Burlington is 05401.	2.
Mike Lewis lives at 25 Trumbull Street in Hartford. Hartford is a city in Connecticut. The zip code for Hartford is 06101	3.
Mica Lazera lives in the city of Crystal River in Florida. She lives at #22 Bay Avenue. The zip code in Crystal River is 34423.	4.
Cindy Brady lives in a house at 1164 Morning Glory Circle in the city of Burbank. Burbank is in the state of California. The zip code for Burbank is 91501.	5.

II. Using the addresses above, complete the following sentences.

1. I wrote to Beatrice Munson, who lives at _____.
2. We sent a party invitation to Mr. and Mrs. Jones _____.
3. My package was mistakenly sent to Mike Lewis at _____.
4. This letter should go to Mica Lazera _____.
5. In the TV show *The Brady Bunch*, Cindy Brady lived at _____.

III. Put a checkmark next to the addresses that are punctuated correctly.

1. Please mail this package to Mr. and Mrs. Huxtable at 10 Stigwood Avenue in Brooklyn, NY 11226.
2. I sent an invitation to Jed Clampett, 518 Crestview Drive in Beverly Hills, CA, 90209.
3. This package should go to the Bundy Family, 9764 Jeopardy Lane, Chicago, IL, 60611.
4. I mistakenly mailed your gift to Wilma Flintstone, 342 Gravelpit Terrace in Bedrock, AZ 85003.
5. This package was sent by Bart Simpson who lives at 742 Evergreen Terrace, Springfield, MA 01020.

Name: _____

Date: _____

I. Rewrite the following addresses as they should appear on an envelope:

Beatrice Munson lives in Seattle in the state of Washington. Her zip code is 98101 and she lives at 215 Oak Street.	Beatrice Munson 215 Oak Street Seattle, WA 98101
Mr. and Mrs. Jones live on Clemens Avenue in the town of Burlington in the state of Vermont. Their house number is 22. The zip code for Burlington is 05401.	Mr. and Mrs. Jones 22 Clemens Avenue Burlington, VT 05401
Mike Lewis lives at 25 Trumbull Street in Hartford. Hartford is a city in Connecticut. The zip code for Hartford is 06101	Mike Lewis 25 Trumbull Street Hartford, CT 06101
Mica Lazera lives in the city of Crystal River in Florida. She lives at #22 Bay Avenue. The zip code in Crystal River is 34423.	Mica Lazera 22 Bay Avenue Crystal River, FL 34423
Cindy Brady lives in a house at 1164 Morning Glory Circle in the city of Burbank. Burbank is in the state of California. The zip code for Burbank is 91501.	Cindy Brady 1164 Morning Glory Circle Burbank, CA 91501

IV. Using the addresses above, complete the following sentences.

6. I wrote to Beatrice Munson, who lives at **215 Oak Street, Seattle, WA 98101.**
7. We sent a party invitation to Mr. and Mrs. Jones **at 22 Clemens Avenue, Burlington, VT 05401.**
8. My package was mistakenly sent to Mike Lewis at **25 Trumbull Street, Hartford, CT 06101.**
9. This letter should go to Mica Lazera **at 22 Bay Avenue, Crystal River, FL 34423.**
10. In the TV show *The Brady Bunch*, Cindy Brady lived at **1164 Morning Glory Circle in Burbank, CT 91501.**

V. Put a checkmark or an X next to the addresses that are punctuated correctly.

X	II. Please mail this package to Mr. and Mrs. Huxtable at 10 Stigwood Avenue in Brooklyn, NY 11226.
X	III. I sent an invitation to Jed Clampett, 518 Crestview Drive in Beverly Hills, CA, 90209.
	IV. This package should go to the Bundy Family, 9764 Jeopardy Lane, Chicago, IL, 60611.
X	V. I mistakenly mailed your gift to Wilma Flintstone, 342 Gravelpit Terrace in Bedrock, AZ 85003.
	VI. This package was sent by Bart Simpson who lives at 742 Evergreen Terrace, Springfield, MA, 01020.