

# Punctuation

## Commas: Dates and Addresses

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**Commas** are used to set off dates and addresses.

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Dates: Tuesday, January 11  
July 4, 1776  
The baby was born on May 2, 1968, in the morning.

Addresses: Eugene, Oregon  
Toronto, Ontario  
Her home at 7 North Main St., Denver, Colorado, is not far.

•In sentences: a comma is needed before and after the year when the month and day are given.

March 12, 1972, was our first family reunion.

•In sentences: a comma is not needed when only the month and year are stated.

March 1992 is our next family reunion.

•In sentences: a comma is needed before and after a state or country when the name of the city is stated.

Seattle, Washington, is north of Portland, Oregon.

Dates and Addresses, Exercise 1. Place commas correctly.

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|---------------------------|------------------------------|
| 1. Tuesday June 29        | 11. San Francisco California |
| 2. September 1 1928       | 12. Saturday August 23       |
| 3. Montreal Quebec        | 13. London England           |
| 4. Sunday April 24 1988   | 14. October 13 1985          |
| 5. New York City New York | 15. Wednesday May 19 1988    |
| 6. March 14 1945          | 16. Atlanta Georgia          |
| 7. Paris France           | 17. September 11 1960        |
| 8. Seattle Washington     | 18. St. Louis Missouri       |
| 9. Mexico City Mexico     | 19. Saturday November 22     |
| 10. Friday July 9         | 20. March 24 1782            |

Dates and Addresses, Exercise 2. Place commas correctly.

1. Today's date is January 11 1988.
2. The last day of the year is Tuesday December 31.
3. Why is July 4 1776 such an important date?
4. Address the letter to 23 First Av. Portland Oregon.
5. How far is it from Rome Italy to Moscow Russia?
6. On Tuesday September 10 1976 she will be fourteen.
7. The business was founded June 1 1924 in Ottawa Ontario.
8. He was born in Newton Vermont but moved to San Diego California.
9. Toronto Ontario is not far from Buffalo New York.
10. The office on 1246 Hillview is open until Friday August 2.

Dates and Addresses, Exercise 3. Place commas in the following headings.

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| 1. 45 Taft St.<br>Minneapolis Minnesota 55413<br>December 31 1948              | 4. 8593 College Av.<br>Ft. Myers Florida 33919<br>January 11 1989    |
| 2. 999 South Jason St.<br>Saint John New Brunswick E2K 2A9<br>November 22 1911 | 5. 6561 Beach St.<br>Buena Park California 90621<br>February 30 1988 |
| 3. 62 North 47th Av.<br>Glendale Arizona 85301<br>October 31 1977              | 6. 460 Horner Av.<br>Toronto Ontario M8W 4X2<br>March 12 1952        |

Dates and Addresses, Exercise 4. Place commas where they are needed.

1. They arrived here in March 1989.
2. Send this letter to Mexico City Mexico before next week.
3. The letter was sent May 12 1990 and arrived three days later.
4. You can drive from Toronto Ontario to Montreal Quebec in one day.
5. The event took place in September of 1912.
6. Deliver this to 127 Maple St. Springfield Oregon by tomorrow.
7. Los Angeles California is nearly an eight hour drive from Phoenix Arizona.
8. January 11 1946 is my birth date.
9. He flew from Ontario Canada to Seattle Washington.
10. The letter was postmarked Panama City Panama on November 22 1911.