

Using Commas in Addresses

Key Terms

- **address:** the place where a home or business is located
- **envelope:** a flat paper in which you put a letter to mail

Instruction

Sometimes when you fill out a form or write a letter to someone, you might need to refer to an **address**. This is where a person lives or a business is located.

When you write an address, it is important to use correct punctuation. There are two rules for using commas in addresses: the Sentence Rule and the Envelope Rule.

The Sentence Rule

If you use an address in a sentence, you must use two commas. The first comma goes after the street address, such as 100 Hope Street. The second comma goes in between the state and city part of the address, such as New York, NY. Look at the sample below and circle the two commas.

Lucia lives at 100 Hope Street, New York, NY 12345.

The Envelope Rule

When you write an address on an **envelope** to mail a letter, you use only one comma. It goes in between the city and state. You do not put a comma at the end of the full street address, as you do for the sentence rule. Look at the envelope from Lucia's grandmother below. Notice where the comma is used. Circle the comma.

Lucia Gonzales
100 Hope Street
New York, NY 12345

Activity

Answer the following multiple-choice questions.

Maria Gonzales
145 Canyon Road,
Los Angeles, CA 12345

1. Look at the envelope above. Does Lucia's envelope to her grandmother, Maria, use commas correctly?
- Yes, the envelope uses commas correctly.
 - No, the envelope is missing one comma.
 - No, the envelope has one extra comma.
 - No, the envelope has two extra commas.

Lucia's grandmother lives at 145 Canyon Road Los Angeles CA 12345.

2. Look at the sentence above. Does the street address use commas correctly?
- Yes, the street address uses commas correctly.
 - No, the street address is missing one comma.
 - No, the street address is missing two commas.
 - No, the street address is missing more than two commas.
3. Which is the correct way to use a comma in the street address in a sentence?
- Lucia's grandmother lives at, 145 Canyon Road, Los Angeles, CA, 12345.
 - Lucia's grandmother lives at 145 Canyon Road, Los Angeles, CA, 12345.
 - Lucia's grandmother lives at 145 Canyon Road Los Angeles, CA 12345.
 - Lucia's grandmother lives at 145 Canyon Road, Los Angeles, CA 12345.