**Commas and colons are used in specific instances**.

**Commas** are used

* between the day of the month and the year.\*

May 23,2009 July4,1776

* between the name of a city and the state, province, or country.\*

Paris, France Salem, Oregon Ottawa, Ontario

* After the greeting and closing in a friendly letter.

Dear Aunt Mary, Love,

**Colons** are used

To separate the hour and minutes in time.

6:45 10:00

After the greeting in a business letter.

Dear Mr. Smith:

Before writing a list.

Buy these at the store:

Milk

Bread

bananas

**Commas & Colons**