

EXERCISE 38-7 *More on Commas*

The fictional business letter that follows has omitted commas with dates, numbers, personal titles, place names, direct addresses, and brief interjections. Insert commas where they are needed.

Mazaces' Headquarters
Cairo Egypt

13 December 332 BC

Parmenio
Commander of Syria
Damascus Syria

Dear Parmenio:

Thank you for your latest correspondence Parmenio dated December 9 332 BC. I am pleased to hear the streets of Damascus remain quiet since our arrival in October 333 and that mighty Syria has adjusted herself to our presence.

To other matters. I write to request 4000 of your most rested troops be sent to Egypt to arrive no later than January 1 331 BC. The fighting in Gaza was bitter and our enemy merciless; my soldiers are tired and need to recuperate before marching westward.

I busy myself with the construction of the city of Alexandria. Address future correspondence to 12 Conquest Avenue Alexandria where I will soon move in order to directly oversee the construction. Deinocrates head architect has seen to every detail, but of course detail requires time. I remain here until the spring when I intend for our armies to reunite and travel west to Thapsacus Mesopotamia where we will meet Darius King of Persia and secure his defeat for our mutual triumph and to the glory of Greece!

Sincerely,
Alexander the Great (Alex)