

COMMA USAGE

Study these comma rules in preparation for the test. Pay attention to how professional writers use commas; they will sometimes deliberately break rules for special reasons.

1. Use commas to separate words, phrases, or clauses in a **list or series**. However, if all the items in the list are connected by “or,” “nor,” or “and,” then no commas are needed.

A worthwhile philosophy includes honesty, industry, and kindness.

Your sentence: _____

Ham and eggs, waffles and syrup, and cereal were served for breakfast.

Your sentence: _____

Joe or Jane or Mary or Alice will certainly be there. He was strong and brave and good.

Your sentence: _____

2. Use a comma to set off **introductory words, phrases, and clauses** from the sentence. (A comma is optional with a short phrase if the meaning is clear.) For example:

After the storm was over, we went home. (introductory adverb clause)

Having rung the bell loudly, the sentry fled. (introductory participial phrase)

In 1516, soldiers were hired as mercenaries. (introductory prepositional phrase)

In the room we found no signs of life. (introductory prepositional phrase--comma optional)

Yes, I will be there. (introductory word)

Your sentence with an introductory **phrase**: _____

Your sentence with an introductory **clause**: _____

Your sentence with an introductory **word**: _____

3. Use commas to set off **interrupting words, phrases, and clauses**. For example:

Jonathan will, in fact, serve on the committee. No one else I know, however, will volunteer.

Jane, who is my best friend, has asked me to be a bridesmaid.

Your sentence containing an interrupter: _____

4. Use a comma with a conjunction (and, but, or, so, for, yet) to make a **compound sentence**. For example:

She helped me with my homework, and then she stayed for dinner.

She helped me with my homework and then stayed for dinner. (not two sentences, so no comma)

Your compound sentence: _____

5. Use commas to set off **appositives** (one-word appositives are often not set off). For example:

Mr. Jay, our coach, taught at Wilmont, a boy's school. (two appositives)
The year 1812 found America in another war. (comma not needed)

Your sentence containing an appositive: _____

6. Use commas in **addresses and dates**. Always put a comma between the city and state; never put a comma between the state and zip code.

Hal lives at 222 Joy Street, Dayton, Ohio 45402. He was born on December 22, 1967.
She was born in May 1984. (comma not needed without the day)

Your sentence containing an address: _____

Your sentence containing a date: _____

7. Use commas with **direct quotations**. For example:

"I have to study for the math test," my sister complained. I responded, "Quit whining."
"I wish," commented Grace, "that you wouldn't call me so early in the morning."

Your sentence: _____

8. Use commas with words of **direct address**. In direct address, someone is being spoken to directly.

Mary, come over here. I wish, Mary, that you would come over later. Are you ready, Greg?

Your sentence: _____

9. Use a comma to set off **contrasting expressions** or to show **emphasis**. For example:

The book was Frank's, not Hal's. That was a great meal, especially the dessert.

Your sentence: _____

COMMA PRACTICE

Directions: Insert commas where needed in the following sentences. If a sentence does not need a comma, write “C” for “Correct.” **Directly above EACH comma, write the number of the rule that applies for that comma.**

1. Because she has been working so hard in math she expects to earn a high grade.
2. Tony has without a doubt been the most faithful visitor; however my sister and cousin have also gone to the hospital on a regular basis. Because of my job I have not been able to see him as much.
3. I like to watch television attend films and read but what I enjoy most are concerts.
4. John you can send the package to me at 444 Wise Avenue Seattle Washington.
5. I knew the answers because I had studied so hard and listened carefully in class.
6. John said “I’ll never understand why students pay to attend classes and then never show up. It seems at the very least that they would withdraw to avoid receiving an F but many of them don’t.”
7. No one in my family except for my grandmother knows how to make rabbit stew.
8. My cousin a vegetarian has always been healthy and energetic. In fact he still drives and lives on his own at the age of 88 which is remarkable.
9. The teachers that I like are the ones who take the time to answer questions.
10. “I am fairly sure Shafeek that you will find a good job in the field of engineering” said Randall the job placement counselor.
11. Although Gary has been working hard in his yard he still needs to plant more trees shrubs and flowers before it will look as nice as his neighbors’ yards.
12. The new roof will be put on next week and the house will be painted soon but the driveway which has a few cracks won’t be repaired until next month.
13. My friend Ann won a scholarship to Kent State and will major in business.
14. Beth my two-year-old is very curious so I have to keep a close eye on her.
15. Two others in class not just you complained about the annoying buzz from that light.