Practice with Commas

1. USE A COMMA AND A FANBOY CONJUNCTION TO CONNECT TWO SENTENCES.

SENTENCE  , AND  SENTENCE.

FANBOYS: _____ _____ _____ _____ _____

I will work in an office, but I do not want to work from nine to five.
The candidate ran for office but lost.

2. USE COMMAS TO PREVENT MISREADING

Every time I drive, home is my final destination.

3 A. USE COMMAS TO SET OFF ITEMS IN A SERIES OF THREE OR MORE ITEMS.

Miami, Los Angeles, and New York have many employment opportunities.

In a series of three or more items, do not place a comma after the last item in the series unless the series is part of an interrupting phrase.

Incorrect: Her poise, simplicity, and kindness, impressed us.

Correct: Her poise, simplicity, and kindness impressed us.

3B. USE COMMAS AFTER INTRODUCTORY EXPRESSIONS.

Yes, I will help you complete the order.

However, the job includes many hours of overtime.

On the other hand, his career was not going well.

In the middle of the meeting, I received a phone call.

Speaking to the crowd, the manager explained the stock’s performance.

After the meeting ends, we will go to lunch.

NO COMMA IF DEPENDENT CLAUSE COMES AT END: We will go to lunch after the meeting ends.

3C. USE COMMAS TO SET OFF NONESSENTIAL INFORMATION.

Of the fifteen women, the student who is in the red sweater is the winner.

Abraham Lincoln, who was the sixteenth president of the United States, issued the Emancipation Proclamation.
3D. USE COMMAS TO SET OFF CONTRASTED INFORMATION.

Children, not parents, should make this decision.

3E. USE COMMAS TO SET OFF THE SPEAKER TAG FROM THE DIALOGUE.

Rick said, "You must pay cash."

"You must pay cash," he said.

"You must," he said, "pay cash."

Rick said that we had to pay cash. — indirect quote; no quotation marks or commas

"Will you accept credit cards?" he asked.

4A. USE COMMAS AFTER THE CLOSING OF A LETTER.

Use a colon after the salutation in a business letter—Dear Mrs. Lewis:

Use a comma after the salutation in a friendly letter—Dear Mom,

Use a comma after the closing—Sincerely yours,

USE COMMAS IN NUMBERS, DATES, AND BETWEEN CITIES AND STATES.

He inherited $15,000 on October 15, 2010, in Little Rock, Arkansas, on his fiftieth birthday.
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Add commas to the following sentences wherever needed. If no comma is needed in a sentence, write “C” in front of it.

1. The job requires one to travel constantly to be separated from one’s family and to work long hours with little hope of advancement.

2. Most of the fireworks used for Fourth of July shows are made in China not the United States.

3. Ana announced proudly “I’ve sold more cars than anyone else at our dealership this month.”

4. To Mary Jane was very special.

5. Making your diet healthier can be difficult but it will be easier if you make just a few small changes.

6. When we visited Los Angeles last summer we went to a baseball game at Dodger Stadium.

7. Playing golf once a week was Carl’s only exercise.

8. George will stay if possible with his brother in Laredo.

9. They met on Valentine’s Day 2006 and were married in June 2008.

10. The surgeon general said that cigarette smoking was dangerous to your health.

11. On Tuesday November 6 2012 the nation will vote for a president.

12. Elizabeth Blackwell who attended medical school in the 1840s was the first American woman to earn a medical degree.

13. A good night’s rest and a healthy breakfast are the best preparation for a test.

14. “I was accepted to my three favorite colleges” said Tameka.

15. The policeman frowning and shaking his head refused to let us park in front of the stadium.

16. Maya Angelou the African-American poet was our commencement speaker.

17. Anyone who was born in Arkansas is eligible for the scholarship.

18. Shakespeare wrote plays and acted in the London theater.

19. After an arduous trek over snowcapped mountains and scorched desert floors the Mormons finally reached Utah.

20. Several of the nurses were late to work because of the morning traffic and the fog.