

# Introduction to Using Commas

Name: \_\_\_\_\_

A comma (,) tells the reader to pause for just a moment, but is not a complete stop. There are many different situations for which a comma is needed. Let's look at the rules for using commas:

When to Use Commas:
1. Use a comma to separate a list of three or more items in a series. <i>He likes to run, jump, and play.</i>
2. Use a comma before a coordinating conjunction to connect two independent clauses. <i>She was hungry, yet nothing sounded good to eat.</i>
3. Use a comma to separate a dependent clause from an independent clause at the beginning of a sentence. <i>Due to unexpected rain, they were not able to play baseball.</i>
4. Use a comma to separate additional information that could be removed from a sentence without changing its meaning. <i>Joseph, the boy in the red shirt, was working on his homework.</i>
5. Use a comma to separate adjectives next to each other if they would otherwise need an "and" or a "but" between them. <i>He was a tall, dark, and handsome man.</i>
6. Use a comma to separate a direct quote from information that introduces or explains the quote. <i>The teacher said, "Please don't forget to put your names on your papers."</i>
7. Use a comma to separate contrasting phrases in a sentence. <i>He was interested in her money, not her good looks.</i>
8. Use a comma to show a pause if the sentence would be confusing without one. <i>Inside, the boxes were stacked all around.</i>
9. Use a comma to separate the day of the month from the year when writing a date. <i>May 25, 1945.</i>
10. Use a comma to separate the name of a city and its state or country. <i>Albany, New York</i>
11. Use a comma to show place value periods when writing numbers. <i>1,238,900</i>
12. Use a comma to separate a name and a suffix (like Jr., or PhD). <i>Edward Ronald Scott, Jr.</i>

Use the rules above to add commas to the sentences below.

**Rule 1:** The frustrating boy hit kicked and teased the little girls on the playground.

**Rule 2:** We can vacation on the beach or we can go to the mountains.

**Rule 3:** While the music played the students danced together.

**Rule 4:** Mrs. Johnson the new teacher used to work in New York.

**Rule 5:** He was a bright curious and friendly boy.

**Rule 6:** "I would like to go to the movies " replied Andrew.

**Rule 7:** The kitten was cute but its fur made her sneeze.

**Rule 8:** The furniture next to the porch looked old.

**Rule 9:** The store opened on August 20 2010.

**Rule 10:** Our family lives in Atlanta Georgia.

**Rule 11:** The current population of the city is 1 843 723.

**Rule 12:** The guest speaker at the conference was Sylvia Pritchard PhD.

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