

Rules for Using Commas

Commas in Dates

A comma should be used between the number of the day and the number of the year in a date.

Her son was born on December 31, 1999.

A comma should also be used at the end of the date if the date does not end a sentence.

September 18, 1993, was a day I will never forget.

Do not separate the day and month of a date with a comma.

May 10 is the last day of school.

Commas in Place Names

A comma should be used between the name of a city or town and the state or country.

We have always lived in Jackson, Mississippi.

When the two names do not come at the end of a sentence, use a comma after the name of the state or country.

Orlando, Florida, has been named one of the best vacation spots in the world.

Commas in Compound Sentences

Use a comma before a conjunction ---and, but, or, nor, for, so, or yet---to separate two complete sentences.

I went home early yesterday, but I still missed his call.

Commas in a series

Use commas to separate the words or word groups in a series.

Johnny, Mary, Jeremy, and Roberta are going to the Christmas party.

Each student wrote a paper, gave a presentation, and met with the teacher.

Commas after Introductory Words and Long Introductory Phrases.

Use a comma after introductory words such as well, yes, no, and why.

No, I don't want to buy a new car.

Use a comma after a long phrase or group of phrases that comes before the subject of a sentence.

After watching a movie and eating lunch, we met friends at the ballpark.

Commas after Adverb Clauses

An adverb clause is a group of words that contains a subject and a verb. It usually begins with one of the following words: **after, although, as, before, because, if, since, so that, than, though, unless, until, when, whenever, where, wherever, while.**

Use a comma after the adverb clause when it begins a sentence. When it comes at the end, no comma is needed.

After we eat lunch on Friday, school will be dismissed.

We were happy when class was finally over.

Commas with Nouns of Address

Use a comma to set off a noun of address (person being spoken to).

Barry, how long does your paper have to be?

That was a great meal, Mom.

You, Mrs. Lake, are my favorite teacher.

Commas with Appositives

Use a comma before and after an appositive in the middle of a sentence.

Colonel Sanders, the founder of Kentucky Fried Chicken, first owned this house.

Use a comma before an appositive at the end of a sentence.

We bought the car from Mr. Robinson, our neighbor.

Commas with Unnecessary Phrases and Clauses

Use commas to set off any phrase or clause that can be omitted from a sentence without changing its meaning.

Mr. Robinson, whose hobby is woodworking, loves to attend craft shows and flea markets.

Laughing and chasing each other around the house, the children could hardly contain their excitement.

Commas

All Uses

Add commas, if needed, to the following sentences.

1. Because there were no important issues people were not interested in the election.
2. We tried however to get everyone in our precinct to vote.
3. Voters it seems are interested mainly in economic issues.
4. Gladys Nolan the chief of the United Fund Drive broke her ankle.
5. Yes we'll be glad to help with the project.
6. Betty you should see that Egyptian exhibit.
7. No I hadn't heard.
8. The Grapes of Wrath a novel by John Steinbeck was a best seller.
9. That was I think the last time I saw her.
10. Isn't it odd Ellen that he never even called?
11. Chris how about a game of tennis?
12. I think on the other hand he may be right.
13. Yes I'll go.
14. Running down the hill she slipped and fell.
15. John Smith the most handsome guy in school asked me to dance.
16. Because it had a defective tire the SUV swerved off the road.o
17. I fell and cut my chin because the sidewalk was covered with ice.
18. I went to the store and bought milk and bread.
19. The children ate cake cookies pizza and fried apple pies.
20. She was a quiet thoughtful woman.

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