



COMMA



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Comma Rule 1

USE A COMMA AND A COORDINATE CONJUNCTION (FANBOYS) TO FORM A COMPOUND SENTENCE.

for	and	nor	but	or	yet	so
F	A	N	B	O	Y	S

The family walked to the beach, but it was not far.

The game was over, but the crowd refused to leave.

The student explained her question, yet the instructor still didn't seem to understand.

Yesterday was her brother's birthday, so she took him out to dinner.

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Use commas to separate independent clauses when they are joined by coordinating conjunctions (and, but, for, or, nor, so, yet).

- **Independent clause:** Expresses a complete thought (could stand alone as a complete sentence).
- **Dependent clause:** Expresses an incomplete thought (can NOT stand alone as a complete sentence).

Dependent or independent?

1. He was my favourite cat .
2. Although he was my favourite cat .
3. As soon as she gets home.
4. She will be home soon.



Comma Rule 2

Use commas after introductory a) clauses, b) phrases, or c) words that come before the main clause.

Common starter words for introductory clauses that should be followed by a comma include after, although, as, because, if, since, when, while.

While I was eating, the cat scratched at the door.

Because her alarm clock was broken, she was late for class.

If you are ill, you ought to see a doctor.

When the snow stops falling, we'll shovel the driveway.

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Comma Rule 3

Use commas after introductory phrases or words that come before the main subject/predicate of the sentence.

Suddenly, my cat attacked the little girl.



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Comma Rule 4

Use commas to set off nonessential words, clauses, and phrases (modifiers) that provide additional information in a sentence.

Kitty, who hates water, tried not to touch the bath.



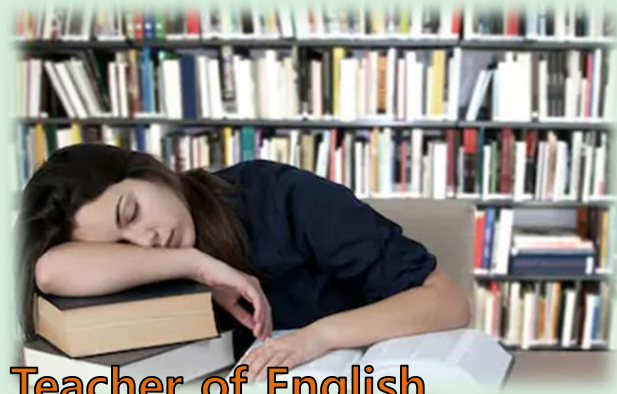
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Comma Rule 5

USE A COMMA BETWEEN ADJECTIVES.

Mel rested her arms on the thin, colourful, paperback books as she thought.



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Comma Rule 6

Use commas to set off the name, nickname, term of endearment, or title of a person directly addressed.

Good morning to you, Kelly.



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Comma Rule 7

USE COMMAS TO SET OFF NOUNS OF DIRECT ADDRESS. COMMAS ARE ALWAYS USED TO SET OFF THE NAME OF SOMEONE WHO IS BEING SPOKEN TO.

Mom, I found my shoes.



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Comma Rule 8

Use commas to set off all geographical names, items in dates (except the month and day), addresses (except the street number and name), and titles in names.

Birmingham, Alabama, gets its name from Birmingham, England.

Rachel B. Lake, MD, will be the principal speaker.

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Comma Rule 9

Use commas wherever necessary to prevent possible confusion or misreading.

To George, Harrison had been a sort of idol.

Kill him not, let him go.

Kill him, not let him go.

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Comma Rule 10

Don't use a comma to separate the subject from the verb.

INCORRECT:

An eighteen-year-old in California, is now considered an adult.

INCORRECT:

The most important attribute of a ball player, is quick reflex actions.

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Comma Rule 11

Use commas to set off quotations.

Commas should generally be placed both before and after quotations appear within a sentence.

- o "Today is a great day to be outside," exclaimed the merchant.
- o According to Francis Bacon, "knowledge is power."

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Comma Rule 12

If a quotation before an attributive tag ends in a question mark or exclamation point, however, there's no need for a comma.

She lives in Paris, doesn't she?

We haven't met, have we?

Yes, I will stay a little longer, thank you.

No, he isn't like other boys.

Wait, I didn't mean to scare you.

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Punctuation Marks - The comma

Commas are used:

- to separate items in a list:

- ▲ a series of nouns

e.g. :- We have a cat, a dog and a parrot.

- ▲ a series of verbs

e.g. :- The boy ran, stumbled and fell down.

- ▲ a series of adjectives

e.g. :- My mother is beautiful, kind and intelligent.

- to enclose details

Sri Lanka, one of the most beautiful countries in the world, is my motherland.

Suresh, who is an avid reader, buys at least two new books a month.

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When the dependent clause follows the independent clause, the comma is not used.

e.g. :- I always visit my aunt when I go to Kandy.

- between two independent clauses (sentences) that are joined with a coordinating conjunction – and, but, or, so, for, nor, yet

e.g. :- It was a rainy day, yet I went to school.



Comma Exercise

1. He drove through Pelawatta Battaramulla and Borella.
2. He ran up the stairs through the door and down the hall.
3. He ends each day telling himself that the day was miserable that he should have stayed in bed that tomorrow will be better.
4. I ate breakfast read the paper and went to work.
5. I have seen his picture in magazines on television and in movies.

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6. We went swimming boating and fishing.
7. Use care courtesy and common sense in your driving.
8. The boys stopped looked and then darted for cover.
9. He read Hamlet Macbeth and Romeo and Juliet.
10. Running in place doing sit-ups and lifting weights are healthy activities.

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- 1. Having been told of the test John wondered when he would study.**
- 2. Wading into the cool lake we found relief from the heat.**
- 3. In the heat of a summer afternoon our air conditioner stopped.**
- 4. After our game with Central High School our bus broke down. Sanuji Karunasekara – Teacher of English**
- 5. Seeing the oncoming car weaving I slowed down.**



6. By the old bridge at the north of town we are meeting for a picnic.

7. At the last meeting of the cheerleaders Janie was elected captain.

8. Noticing the dark clouds we thought it would rain.

9. In the middle of our math class Tim became ill.

10. Being smaller than the other boys Jim did not make the team.

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Activity 8 Punctuation

Rewrite the sentences inserting commas where necessary.

1. I painted my room blue pink and white.
2. Mr. Perera my next-door neighbour is a nice gentleman.
3. We are having rice dhal curry fried brinjal and a salad for lunch.
4. If you work hard you will get good results.
5. "He is your little brother isn't he?"
6. A: Have you read *Madol Doowa* the famous children's novel?
B: Yes I have.



**THANK
YOU**

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