

COMMA SUMMARY

RULES	EXAMPLES
<p>1. Use commas between items in a SERIES.</p> <ul style="list-style-type: none"> a. Words b. Phrases c. Clauses 	<ul style="list-style-type: none"> a. Please check the reports, correspondence, and minutes from last month’s meeting. b. Please study the text, do the exercises, and complete your personal profile before our next class. c. We should ask which reports we should keep, where we could store them, and why they should be kept.
<p>2. Use commas with COORDINATE elements.</p> <ul style="list-style-type: none"> a. Compound sentences with a coordinating conjunction (<i>for, and, nor, but, or, yet, so</i>) b. Compound sentences after a semicolon using connectors such as <i>therefore, however, thus</i>, etc. c. Adjectives (only if reversible or OK with <i>and</i>) 	<ul style="list-style-type: none"> a. You should read the directions in advance, and you must check the smoke detectors on a regular basis. b. Some registrants did not attend all sessions; however, all participants were eligible for awards. c. They are qualified, capable employees.
<p>3. Use commas after INTRODUCTORY elements.</p> <ul style="list-style-type: none"> a. Nouns of direct address b. Interjections (<i>no, oh, well, my</i>, etc.) c. Prepositional phrases of four or more words d. Participial words or phrases e. Infinitive phrases (<i>to</i> + a verb) f. Subordinate clauses (<i>when, if, after, since</i>, etc.) g. Absolutes h. Transitional words or phrases (<i>in summary, first of all, in conclusion</i>, etc.) 	<ul style="list-style-type: none"> a. Mai, these papers may now be processed. b. Yes, I learned a great deal at the workshop. c. In a burst of regret, he apologized for the accident. d. Identifying the new viruses, you should also work to determine the source. e. To maintain player morale, be sure to commend team members for outstanding effort. f. After he searched for the letter, Harry admitted that he probably shredded it last week. g. Nails scraping against frozen glass, the squirrel watched us at the dinner table. h. Second, determine which goals are reasonable. In conclusion, your success depends on you.
<p>4. Use commas to set off INTERRUPTING elements.</p> <ul style="list-style-type: none"> a. Nouns of direct address b. Appositives c. Contrasting elements d. Describing (not essential) phrases e. Describing (not essential) clauses f. Absolutes g. Parenthetical expressions 	<ul style="list-style-type: none"> a. At other times , Ms. Washington, you should ask for help. Please watch the monitor, Thor. b. The computer, a newer model, has many advantages. c. We asked about the scanner, not the printer. d. Our primary objectives, clarified after widespread discussion, will be published next month. e. Their usual advice, while helpful in other situations, has actually caused more problems for our company. f. C. M. Franklin, her eyes still focused on the door, managed to greet us enthusiastically. g. The projections, unfortunately, cannot be accurate. We should wait for further assistance, I think.
<p>5. Use commas between STANDARD elements.</p> <ul style="list-style-type: none"> a. After parts of addresses in sentences (but no comma after the state when the ZIP code follows) b. After parts of most dates in a sentence (no comma between month and year without the day) c. To set off the direct words of a speaker d. In a business letter after the closing e. In a personal letter after the opening and closing f. After names when a title or academic degree follows g. In an alphabetic listing of names h. In the change of a statement into a question i. In numbers of more than four digits 	<ul style="list-style-type: none"> a. Until June 1972, they lived at 1000 North Meade St., Appleton, WI 54911. However, he accepted an internship in Portland, Oregon, and now works there. b. On Saturday, June 10, 2000, they will be married. c. Maria asked, “Why did you think it was May 1976?” “It is not likely,” he said, “to flood again this year.” d. Sincerely yours, e. Dear Grandma, / With love, f. Yes, T.J. Smith, Jr., is the first son of T.J. Smith, M.D. g. File <i>Braun, Frederik</i>, before <i>Yang, Moua</i>. h. She is the manager there, isn’t she? i. 70,422 / 135,401,132

