

Comma Rule #1: Use a comma before a conjunction to separate two independent clauses.

The sky was dark gray and, the air stilled ominously.

Learning a new language demands time, and patience.

Five inches of snow fell in two hours, one inch of ice built up when the snow turned to freezing rain.

Gold is a very rare metal and it was the first metal to be discovered

The news took half a year to reach the Atlantic coast, but then the news spread fast.

COMMA SPLICE



RUN-ON



COMMA RULE #2: Use commas to separate items in a series.

- **word, word, and word**
- **word, word, word**
- **phrase, phrase, and phrase**
- **phrase, phrase, phrase**
- **clause, clause, and clause**
- **clause, clause, clause**

Use one fewer comma than the total number of items in a series.

Endless streams of people, honking geese and police officers were all leaving the fair.

Some farmers sell grain, dairy, and fruits.



Honking geese, endless streams of people and police officers were all leaving the fair.

Among the remaining attendees were two criminals, the President and your mother.

The prosecutors still had to interview the strippers, Mr. Rogers and his 90 year-old grandfather.

Some say the Oxford comma isn't necessary. What do you think?

Exceptions:

- 1. If each item in a series is joined by a conjunction, no comma is needed. We ate beans and rice and biscuits and steak.**
- 2. Commas aren't needed between pairs of items that are thought of as one item. We wanted ham and eggs, coffee and cream, and bread and butter.**

COMMA RULE #3: Place commas between adjectives of equal rank

a free parking space

a parking free space

The dog's matted, filthy coat needed washing.

The tightly restricted food market is regulated by the government.

The gray food-delivery truck followed a long twisting scenic road.



rented selling space

attractive colorful packaging

busy powerful market

many new marketplaces

cooperative grocery merchants

Comma Rule #4: Commas are placed after introductory material

Kinds of Introductory Material:

Words

- **Introductory: No, I will not marry you.**
- **Nouns of Direct Address: Cindy, will you marry me?**
- **Common Expressions: Sure, I'll think about it.**
- **Adverbs: Obviously, I will.**

Phrases

- **Prepositional: Over the summer, we were married.**
- **Participial: Marrying this summer, we finally exchanged vows.**
- **Infinitive: To get married, a couple must obtain a license.**

Clauses

- **Adverb: When we married, many friends gathered.**

Comma Rule #5: Commas separate nonessential and parenthetical information.

Parenthetical Expressions:

- **Names:** My job, Joe, is to guide you.
- **Adverbs:** Your job, however, is to obey.
- **Expressions:** It is, by the way, a difficult job.
- **Contrasts:** I'd like that one, not this one.

Nonessentials:

- **Appositive:** Lori, my sister, enjoys naps.
- **Participial:** My sister, napping for hours, missed the movie.
- **Adjective Clause:** That boy, who sits in front, has been absent.

Thursday April 26 2018 is a typical day at school.



Dear John **Informal/familiar**

To Whom It May Concern **Formal/unfamiliar**

Tuesday December 18 2013 **is a typical day.**

December of 2013 **is a typical day.**

Charlotte North Carolina **is a typical town.**

He has lived in Po China Del Iowa and Pax Illinois.

Bill Todd Jr **sees Fred Samuel M.D.** **for check-ups.**

He clearly said "Do not keep the paper."

The sign said "No Trespassing!"

Send the payment to 201 N. Main St, Del Iowa 27713.

= often forgotten

What is the difference here?

