

Name \_\_\_\_\_

Instructor's Name \_\_\_\_\_

**GRAMMAR REVIEW PACKET 7****Commas****RULE**

1. Use a comma to separate the parts of a compound sentence. (FANBOYS)
2. Use a comma to set off an introductory clause or phrase.
3. Use a comma between 3 or more words or groups of words in a series which are joined by a single coordinating conjunction.
4. Use a comma to set off words such as yes, no, well, and however at the beginning of a sentence.
5. Use a comma to set off parenthetical (non-essential) words and phrases which interrupt the sentence.
6. Use a comma to set off a noun of direct address.
7. Use a comma to set off appositives, words that rename nouns.
8. Use a comma to set off the items in an address. (Note that there is no comma between the state and the zip code.)
9. Use a comma to set off the items in a date.

**EXAMPLE**

1.
  - a. Your answers are correct, but you did the wrong exercise.
  - b. Roberto's wife liked the appliance, and he liked the price.
2.
  - a. Driven mad by hunger, the tiger killed the sheep.
  - b. While talking to Jean about her plans, I found out that she is going to Hawaii.
3.
  - a. Rats need places to hide, to nest, and to breed.
  - b. My favorites sports are swimming, tennis, and skiing.
4.
  - a. Furthermore, I don't have enough money for the trip.
  - b. No, I have not traveled in Mexico.
5.
  - a. You are, of course, planning to attend the convention.
  - b. The tiger, driven mad by hunger, killed the sheep.
6.
  - a. Bill, please pass the potatoes.
  - b. I'm sorry, Mr. Gomez, but Dr. Jones isn't in right now.
  - c. I am pleased with your work, Sam.
7.
  - a. The Mississippi River, the great river of North America, pours into the Gulf of Mexico.
  - b. Miss Lark, our English teacher, comes from Maine.
8.
  - a. Payments should be mailed to National Acceptance Company, 4150 Riverside Drive, Cincinnati, Ohio 45201, before the first of the month.
  - b. The building at 33 West Street, Buffalo, New York, has been sold.
9.
  - a. On January 1, 1863, Lincoln issued the Emancipation Proclamation.
  - b. I paid the bill on Monday, May 8, 2012.

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|---|---|
| 10. Use a comma after the <u>salutation</u> of a friendly letter.   | 10. a. Dear Sue,<br>b. Dearest Michelle,  |
| 11. Use a comma after the <u>complimentary</u> close of a letter.   | 11. a. Yours truly,<br>b. Sincerely,  |
| 12. Use a comma to separate <u>consecutive coordinate adjectives</u> but do not use a comma between an adjective and a noun.  | 12. a. It was a warm, sunny day.<br>b. Have you seen that red-haired, freckle-faced teenager?                               |
| 13. Use a comma to set off a <u>nonessential clause</u> (a group of words that offers additional unnecessary information that does not change the meaning of a sentence). | 13. a. Mrs. Brown, who liked the book, recommended it to me.<br>b. Ms. Thompson, who loves to read, is our English teacher. |

***EXERCISE:*** *Place commas where they are needed and fill in the number of the rule you used. (Note: these items will only apply to rules 1 to 7.)*

**Rule Number**

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|--------------|--|
| <u>  1  </u> | 1. Medicare is administered by the Social Security Administration, but Medicaid is handled by the public welfare office. |
| <u>  2  </u> | 2. Although it was late, Murray decided to work a little longer.   |
| <u>  6  </u> | 3. I am pleased with the good job you are doing, Ruben.  |
| <u>  4  </u> | 4. However, drug abuse is a national problem.  |
| <u>  7  </u> | 5. Social Security, a kind of insurance, protects you and your family.   |
| <u>  5  </u> | 6. We mailed our income tax, I remember, on April 14.  |
| <u>  3  </u> | 7. The children went for a walk, swam in the lake, and ate lunch under the shelter.                                      |
| <u>  6  </u> | 8. How did you feel, John, after you left the hospital?  |
| <u>  1  </u> | 9. We wanted to see that movie, so we got a ride to the theater.   |
| <u>  2  </u> | 10. Since the rain had stopped, he continued to mow the lawn.  |

## Commas in Compound and Complex Sentences

Use a comma before a coordinating conjunction (**for, and, nor, but, or, yet, so**) which connects the parts of a compound sentence. An easy way to remember these is to call them the **FANBOYS**.

**Example:** The airplane took off on time, and we soon lost sight of it.

Use a comma to set off a dependent clause which comes first in a complex sentence. If the dependent clause comes at the end of a sentence, no comma is required.

**Example:** Although Mike giggled, Sue was solemn.  
Sue was solemn although Mike giggled.

***EXERCISE:*** *Correctly place commas in the following paragraphs.*

Although February is a short month, it is an important one. It originally had thirty days, but Julius Caesar wanted to add a day to the month named after him, July. When Emperor Augustus decided to give August an extra day, February suffered again. Now there are only 28 days left in February, but during leap year there are 29.

February is the birth month of many famous people: George Washington, Abraham Lincoln, Thomas Edison, Sir Thomas More, Charles Lindbergh, Susan B Anthony, Marian Anderson, Babe Ruth, Charles Dickens Jules Verne, Gertrude Stein, and Galileo.

Although February is a cold month, trees begin to sprout buds, and a brave robin is occasionally seen.

## Commas: Yes, No, and Person Addressed

When a word like yes, no, or well appears at the beginning of a sentence, a comma is used to separate it from the rest of the sentence.

The name of a person addressed is separated from the rest of the sentence by comma(s).

**Examples:** Yes, a few of use will go with you.

John, where are you going?

I'll see you later, Jessie.

**EXERCISE:** *Punctuate the following sentences by placing commas where they are needed.*

1. Yes, she is sixteen years old.
2. How was the test, Bruce?
3. No, I don't expect to attend.
4. Well, she surely surprised me.
5. Doug, will you type this paper for me?
6. Bill and Jim, please stop that noise.
7. Do you feel better, Sam?
8. Thelma, close that door.
9. Well, the worst part is over.

#### **Commas in a Series**

A comma is used to separate three or more items in a series which are joined by a single coordinating conjunction. Sometimes the series may be phrases or clauses.

**Examples:** We enjoyed mathematics, music, and physical education.  
He ran into the woods, down the valley, and over the bridge.

No commas are required if all items in the series are joined by a subordinating conjunctions.

**Examples:** We enjoyed mathematics and music and physical education.  
He ran into the woods and down the valley and over the bridge.

**EXERCISE:** *Punctuate the following sentences by placing commas where they are needed.*

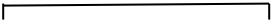
1. The whole department wondered whether Mrs. Louis would come, what she would say, and how she would act.
2. My father travels by train, airplane, and boat.
3. Hot dogs, submarines, potato chips, ice cream, and chocolate milk are sold at each game.
4. Jim shined his shoes, pressed his trousers, and rented a white coat for the occasion.
5. The crowd cheered the singer, the orchestra, and the dancers.

6. Mike and Pamela, Alex and Sue, and Mr. and Mrs. Jones arrived together.
7. Maria, Ricardo, Tomas, and Nita went to the movies.
8. The four seasons are summer, autumn, winter, and spring.
9. Shall we meet in Room 11 or the office or the auditorium?
10. Alvin didn't let snow, wind, rain, or sleet deter him in his deliveries.

### Commas with Appositives

An appositive is a word or group of words used to explain some other word or group of words in a sentence. Commas are used to set off appositives in a sentence.

appositive


**Example:** Jane, the girl in the red dress, is my sister.

***EXERCISE:*** Place commas correctly in the sentences below. Indicate (as in the example) which word or groups or words are appositives.

1. We met James Collins, the author, last night.
2. Sue and Pamela, my sisters, are going with us.
3. The principal introduced Professor Snow, the guest speaker.
4. Fred, my nephew, is in kindergarten this year.
5. Alice, the tall girl in the back row, is in my class.
6. Her car, a new Ford, is parked across the street.
7. "The Little Foxes" is by Lillian Hellman, a renowned playwright.
8. Dr. Rogers, a surgeon at Lawnwood Hospital, performed the operation.
9. They spent their holidays at Pine Manor, a mountain resort.
10. Tom Boyer, president of our class, conducted the meeting.

### Commas with Introductory Phrases and Clauses

A comma is used to set off an introductory phrase or clause which comes at the beginning of a sentence.

**Example:**     Feeling very happy, she shouted for joy.  
                  If I don't learn English this semester, I will be very unhappy.

**EXERCISE:** *Correctly punctuate the following sentences.*

1. Trying to be helpful, Jan made things worse.
2. Sobbing uncontrollably, Peter could not speak.
3. By the way, what are you doing tonight?
4. When the wind blew through the cracks, the shutters rattled.
5. Angered by the constant ringing of the phone, Inez took off the receiver.
6. Wearing a pleased smile, the winner took office.
7. Whenever I go on a boat, I get seasick.
8. Tired of his independence, Sylvester came home.
9. If I remember correctly, I once learned that Oliver Wendell Holmes greatly influenced the law.
10. Blowing up the balloon, Frank looked like a fat-cheeked elf.

### Commas with Dates, City, and State

A comma separates the day of the month and/or the month from the year in a date. The name of a city is separated from the name of a state by a comma. A comma also follows the year or the state name when other words follow in the sentence.

**Example:**     We arrived at Santa Fe, New Mexico, on March 3, 1976, at about six o'clock.  
There is, however, no comma between the state and the zip code:

**Example:**     Joan's mailing address is 31 Maple Street, Wayne, New Jersey 07470.

**EXERCISE:** *Correctly punctuate the following sentences.*

1. The capitol in Denver, Colorado, is a tourist attraction.
2. The trip started on June 17, 1969, and lasted two weeks.
3. Pearl Harbor was attacked on December 7, 1941.
4. We visited friends in Atlanta, Georgia, but we missed seeing the dogwood trees in bloom.
5. Alan lives in Elmira, New York, and he attends college in Philadelphia, Pennsylvania.
6. Ruth is coming on Saturday, April 29.
7. Did you ever travel to Dallas, Texas, or Cleveland, Ohio?
8. Kenneth's address is 11 Bluegate Street, Rutland, Vermont.
9. They live in Alhambra, California, but they spend their vacations in Palm Beach, Florida.
10. I can't make up my mind to visit Aunt Bess in Newark, New Jersey, or Aunt Kathleen in Fort Wayne, Indiana.

**Comma Review**

**DIRECTIONS:** *Place commas where they are needed.*

**EXERCISE 1: Items in a Series**

1. Crabs and lobsters are both on the restaurant's menu this evening.
2. Cleveland, Toledo, and Dayton are three cities in Ohio.
3. The pilot boarded the plane, checked her instruments, and prepared for takeoff.
4. The writer opened her book and began to read one of her short stories to the audience.
5. Our dog will play dead, roll over, and stand on its hind feet for a piece of meat.

**EXERCISE 2: Compound Sentences Joined by a Conjunction**

1. Betty offered to get the tickets, and I accepted gratefully.
2. They had been working very hard, but they didn't seem especially tired.
3. The twins will see their favorite babysitter, for their parents are going out.

4. John considered the three gifts and finally chose the bracelet.
5. Kathy had promised that he could have the old tennis racquet, and she did not forget her promise.

### **EXERCISE 3: Introductory Clauses and Phrases**

1. Running quickly, Jane flew down the street.
2. Before Tom went to bed, he turned off the television.
3. If it rains, the picnic will be postponed until Sunday.
4. Searching for food and water, the deer slowly walked through the forest.
5. Embarrassed by the reporter, the author stormed off the stage.

### **EXERCISE 4: Introductory Words and Parenthetical Interrupters**

1. Yes, there are many constellations visible in the summer.
2. My answer is correct, I think.
3. A diet of crickets, along with other insects, is fine for tarantulas.
4. To be sure, we should not overlook the Milky Way.
5. The Milky Way, in fact, is more impressive in the summer than at any other time of year.

### **EXERCISE 5: Appositives**

1. Ann, our neighbor, is a fine golfer.
2. He gave the gift to Mr. Jones, his teacher.
3. Mrs. French, the secretary of our school, is in Florida.
4. Saint Augustine, the oldest city in the United States, has many very narrow streets.
5. At North Cape, the northernmost point of Europe, the sun does not set from the middle of May until the end of July.

### **EXERCISE 6: Direct Address**

1. Ben, please answer the doorbell.



2. Your tickets, Mrs. Blake, are in this envelope.
3. Mother needs you, Franny.
4. Stop, you fool!
5. Please, Dad, may I use your pen?

### **EXERCISE 7: Dates and Addresses**

1. Marian Anderson was born on February 27, 1902, in Philadelphia, Pennsylvania.
2. My new address is 3365 Clinch Avenue, Lubbock, Texas 79408.
3. Gwendolyn Brooks was born in Topeka, Kansas, on June 7, 1917.
4. On May 25, 1935, Jesse Owens tied or surpassed six world track records.
5. The scene of the robbery was a grocery store at 650 State Street.

### **EXERCISE 8: Combined Skill Review**

**Directions:** *Place commas where they are needed. All of the preceding comma rules are tested, so be careful.*

1. Lake Superior, one of the Great Lakes, is bordered by Canada and the United States.
2. If it rains, we will drive the old car.
3. Please pass the black-eyed peas, Michael.
4. Because she has studied very diligently, she has achieved her goal.
5. On November 14, 1981, my father received his first Social Security check.
6. I wish I could go, but I am just too busy.
7. Well, I received a letter from Susan on Tuesday, March 30, 1982.
8. Ricardo, Maria, Juan, and Roberto went to the concert, but Ernesto had to work that night.
9. Helen, were you married in Kansas City, Kansas, or Kansas City, Missouri?
10. If the driver had been more careful, the accident would not have happened.
11. Yes, Kenneth's address is 11 Bluebird Lane, Indianapolis, Indiana.

12. Mrs. Griffith is buying the ice cream, and Mrs. Oler is baking a cake.
13. You know, of course, that Dr. Sanders, her pediatrician, is on vacation.
14. Having checked the instruments, the pilot demonstrated how to climb, bank, roll, and stall the plane.
15. Please mail the package, Robert, to the office in Denver, Colorado.
16. Vivian grabbed her coat and purse and her keys, but she forgot her umbrella.
17. Her car, a Chevrolet Camaro, is parked on Hibiscus Drive in front of her parent's home.
18. Indeed, I think Dr. Snow, the economics professor, is the best teacher I have ever had.
19. Henry, Susan arrived on Monday, March 15, 1982, and left on Tuesday, March 23.
20. Mosquitoes breed in pools, near marshes, and around swamps.

**EXERCISE 9: Writing Practice**

**ANSWERS WILL VARY.**

*Follow the directions below. Be sure to use commas correctly in each sentence.*

1. Write a sentence containing items in a series.

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2. Write a sentence with an introductory clause or phrase.

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3. Write a compound sentence joined by a conjunction.

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4. Write a sentence with an interrupter in it.

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5. Write a sentence with an appositive.

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