

# COMMAS

Of course, commas are necessary:

- for the salutation of a personal letter – Dear Sam,
- between the city and state – Madison, WI
- in large numerals – 1,453,000
- with dates – I left on Friday, September 23, 1978, after the end of the war.
- when inverting a name – Smith, John C.

More importantly, remember that commas:

- 1 separate items in a series - I'd like juice, toast, and milk.
- 2 mark renaming - Bob, my best friend, will be here soon.
- 3 mark asides (non-vital) – “The house, which was beautiful, burned to the ground.”  
This is non-vital because it provides extra information which isn't necessary for you to understand which house it is. In the sentence, “The house that was the third one on the left burned to the ground.” you need the phrase, “that was the third one on the left,” to clearly understand which house is being talked about. In this case the phrase is vital so NO commas.
- 4 mark introductory elements - In my opinion, we should leave.  
Accordingly, he withheld payment.  
Thinking the game was cancelled, he stayed home.  
Because we were late, we missed the previews.
- 5 separate clauses joined by FANBOYS - (for, and, nor, but, or, yet, so)  
I found the old recipe, and Hank found all the ingredients to cook the soup.  
UNLESS the sentence is very short – I slept and Margaret watched television.  
Remember, to be a clause it must have a subject verb pair.
- 6 introduce quotes - Bob said, “How did you know?”

Place commas in the following sentences and indicate which rule you used.

1. After the game we looked for a new car.
2. Sam ordered three sets of pencils a pad of paper and two erasers.
3. We found the car parked on the top level of the structure and Sylvia went to call the police.
4. Coincidentally the customer's claim had been paid the day before.
5. Although his policy had already expired he continued to file claims.
6. Sue my favorite customer service representative is very helpful.
7. The watch which I think I lost was given to me by my Grandfather.