

PUNCTUATION RULES

SIX MAIN USES OF THE COMMAS

Commas are used mainly as follows:

1. To set off introductory material
2. To separate items in a series
3. On both sides of words that interrupt the flow of thought in a sentence
4. Between two complete thoughts connected by *and, but, for, or nor, so, yet*
5. To set off a direct quotation from the rest of the sentence
6. For certain everyday material

RULE #1 COMMA AFTER INTRODUCTORY MATERIAL

Use a comma to set off introductory material.

Examples: Fearlessly, Lola picked up the slimy slug.

Just to annoy Tony, she let it crawl along her arm.

Although I have a black belt in karate, I decided to go easy on the demented bully who had kicked sand in my face.

Mumbling under her breath, the woman picked over the tomatoes.

Directions: Punctuate the following introductory elements. Some sentences may be correct.

1. When I didn't get my paycheck at work I called up the business office. According to the office computer I was dead.
2. After seeing the accident Susan wanted to stop driving forever. Even so she went driving to work next morning over the ice-covered roads.
3. To get her hair done Faye goes to a beauty salon all the way across town. Once there she enjoys listening to the gossip in the beauty shop. Also she like looking through *Cosmopolitan* and other magazines in the shop.
4. Hoping to win he played with determination.
5. When we heard the first siren we evacuated the building.
6. In the vase on top of the mantelpiece we found the missing earring.
7. Before starting to cook the boys carefully planned their menus.
8. From the beginning of the trip to the end Ed wanted to see everything.

9. Yes I realize that it is a direct quote.
10. Constantly bemoaning your fate will not improve your situation.
11. If you will tune in to Channel 9 tonight you will see some of your classmates.
12. Although Robert Frost is often called a New England poet his poetry has universality.
13. Well, there are several French "anti-novelists."
14. When you are ready to invest this broker will help you.
15. In preparation for the panel discussion I made a detailed outline.
16. Even if you don't like poetry you might enjoy "The Death of the Hired Man."
17. To have accepted the job of waterfront director would have been unwise.
18. Learning to play squash is easier than it looks.
19. David will you please move your car?
20. Well I see that you are as good as your word.

II. Directions: Cross out the one comma that is not needed. Add the one comma that is needed after introductory material.

1. Even though Tina had an upset stomach she went bowling, with her husband.
2. Looking back over the last ten years I can see several decisions I made, that really changed my life.
3. Instead of going with my family to the mall I decided to relax at home, and to call up some friends.