

USING COMMAS

▶▶ Rule: Use commas to separate independent clauses when joined by coordinating conjunctions: and, but, for, or, nor, so, yet.

Example: John has graduated from high school, and he is excited to attend SPC.

▶▶ Rule: Use commas after introductory clauses, phrases, or words that come before the main clause.

Example: After class, the students went to the writing center to study.

▶▶ Rule: Use a pair of commas (2) to set off clauses, phrases, or words that are not essential to the meaning of the sentence.

Example: Moving into a cave, especially one that is already occupied, is not a decision one should make without considerable forethought.

▶▶ Rule: Use commas after introductory clauses, phrases, or words that come before the main clause.

Example: After class, the students went to the writing center to study.

▶▶ Rule: Use commas to separate three or more words, phrases, or clauses written in a series.

Example: Example: Before the test students should review their notes, meet with a tutor, and work through practice questions.

▶▶ Rule: Use commas to separate two or more coordinate adjectives that describe the same noun.

Example: The monster was dripping in a green, sticky substance.

▶▶ Rule: Use a comma near the end of a sentence to separate contrasted coordinate elements or to indicate a distinct pause or shift.

Example: He was merely ignorant, not stupid.

▶▶ Rule: Use commas to set off phrases at the end of the sentence that refer back to the beginning or middle of the sentence.

Example: He wrote a letter on June 6, 1996, and addressed it to 793 Park Street, Chicago, Illinois.

▶▶ Rule: Use a comma to shift between the main discourse and a quotation.

Example: As Henry Ford once said, "Whether you think you can, or you think you can't, you're right."

