

COMMAS

WHAT IS A COMMA?

A comma is a punctuation mark that is mainly used to separate different parts of a sentence (page 2), such as the independent clause and the dependent clause (page 3), and lists, independent clauses from conjunctions (page 4), and certain (conjunction) adverbs at the beginning of a sentence (page 5). While a period ends a sentence, a comma indicates a smaller break. Some writers think of a comma as a soft pause punctuation mark that separates words, clauses, or ideas within a sentence.

- ✓ Let's eat grandma.
- ✗ Let's eat, grandma.
- ✓ Oh boy, puppies.
- ✗ Oh boy puppies.



Why it's important to use commas:

They separate parts of a sentence to make the meaning clearer and easier to read. They also mark a natural pause if you were speaking rather than writing. Using commas incorrectly may confuse the reader

WHAT IS THE INDEPENDENT CLAUSE AND THE DEPENDENT CLAUSE?

An independent clause is can be a sentence because it has a subject and a verb and expresses a full thought. However, the dependent clause has both a subject and a verb, but doesn't express a full thought and can't be a sentence because it requires extra information to understand.

WHAT IS A CONJUNCTION?

A conjunction is a word that is used to connect different clauses (thoughts) in a sentence or to connect words in the same clause. **Examples:**

(coordinating)

F = for

A = and

N = nor

B = but

O = or

Y = yet

S = so

WHAT IS AN (CONJUNCTION) ADVERB?

An adverb is a word that describes a verb mostly describing place, time, circumstance, manner, cause, etc. a conjunction adverb is an adverb that connects two clauses by changing the clause it introduces into an adverbial modifier (An adverbial modifier is a word or phrase that is used to modify another part of a sentence) of the verb in the main clause.

EXAMPLES

Words that are (conjunction) adverbs that would have a comma before it at the beginning of a sentence:

However, in fact, therefore, nevertheless, moreover, furthermore, and still.

1. USE A COMMA TO SEPARATE INDEPENDENT CLAUSES

And, but, for, or, nor, so, yet.



2. USE A COMMA AFTER AN INTRODUCTORY CLAUSE OR PHRASE.

If the phrase is longer than four words, use a comma.



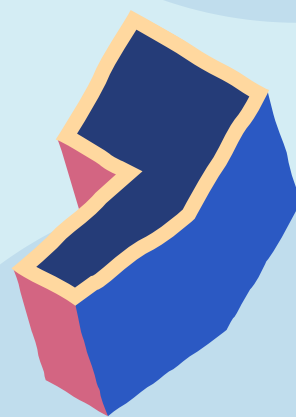
3. USE A COMMA BETWEEN ALL ITEMS IN A LIST

My estate goes to my husband, son, daughter-in-law, and nephew.



4. USE A COMMA TO SET OFF APPOSITIVES.

The New York Jets, the underdogs, surprised everyone by winning the Super Bowl.



5. USE A COMMA TO INDICATE DIRECT ADDRESS.

When a speaker in a sentence names the person to whom he is speaking, this addressing of his audience is called direct address.



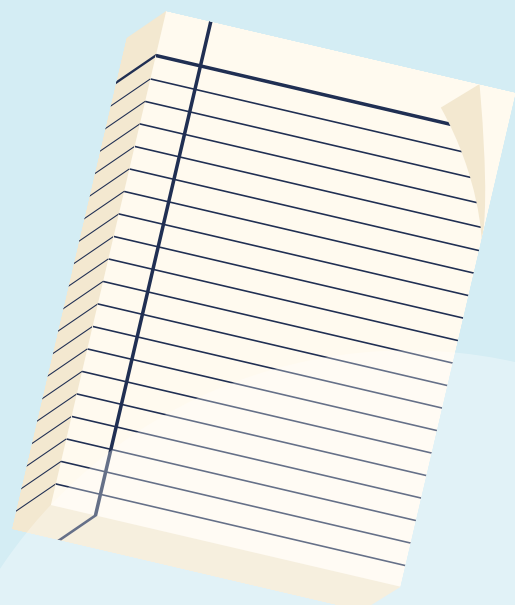
6. USE COMMAS TO SET OFF DIRECT QUOTATIONS.

Commas are used to set off the "he said/she said" clause. The comma always goes before the quotation marks.



7. USE COMMAS WITH DATES, ADDRESSES, TITLES, AND NUMBERS.

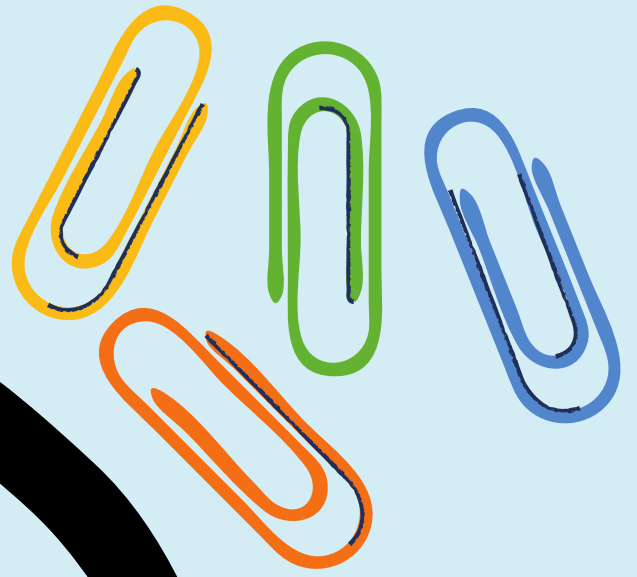
Jane Smith with a PhD, had her book published



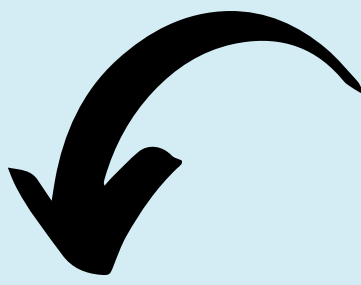
Dependent Clauses

Because
Since
When
While
Until
If
As

Though
Although
Unless
After
Before
Once
Wether



Dependent Clauses may appear at the beginning, middle or end of a sentence.

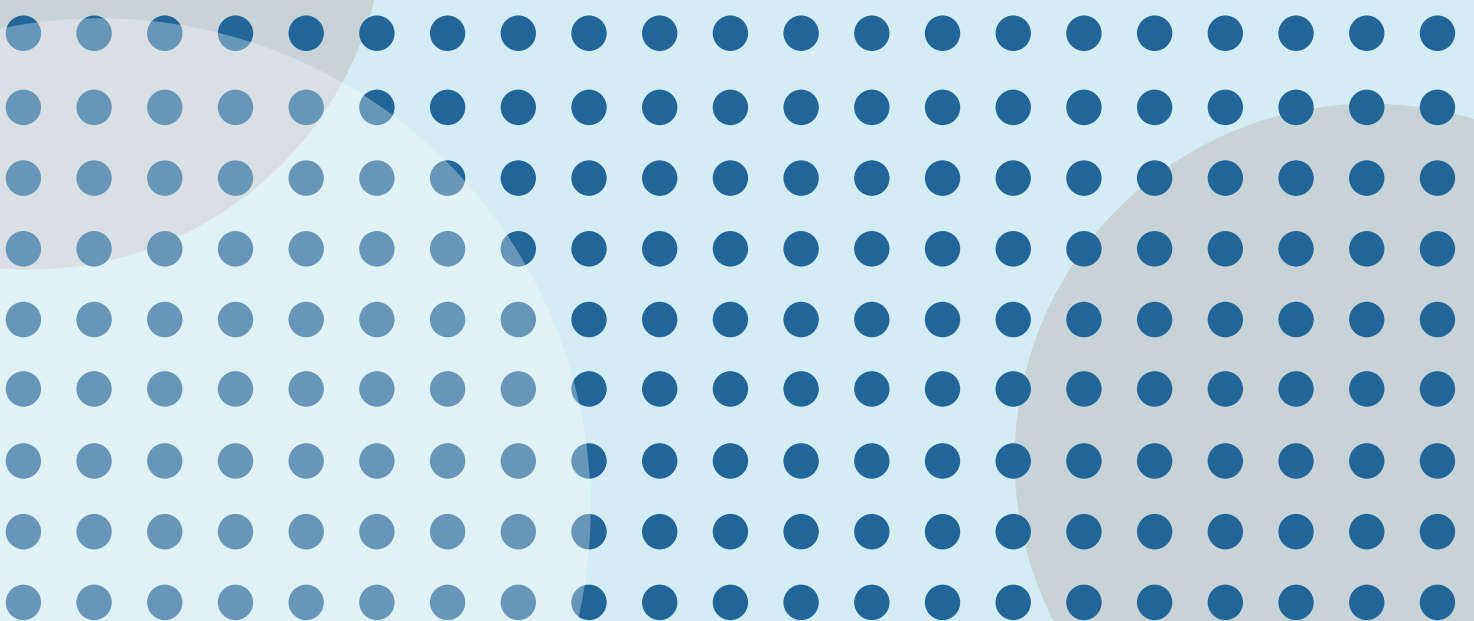


Example

Before the test, John struggled with his homework, so he asked his father for help



Don't put a comma after the main clause when a dependent clause follows it



Different ways to use a comma



Separating independent and dependent clauses

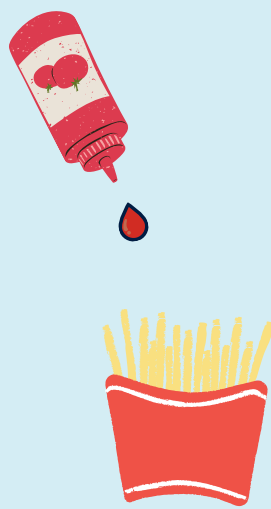
An independent clause is can be a sentence because it has a subject and a verb and expresses a full thought. However, the dependent clause has both a subject and a verb, but doesn't express a full thought and can't be a sentence because it requires extra information to understand.

Independent clauses are complete thoughts. dependent clauses are not complete thoughts and need to be with a independent clause to make sense.



How to separate

Identify the independent and dependent part of a sentence and then separate them with a comma.



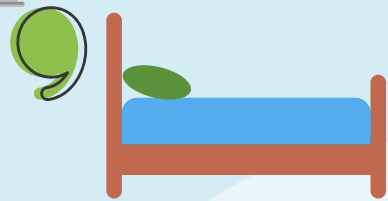
The independent clause doesn't need the dependent clause, but the dependent clause needs the independent clause. the dependent clause adds flavour to the sentence and can't be on its own, like ketchup on fries.

Examples:



When I get older, I will be able to get a job.

I was tired from running all day, so I decided to take a nap.

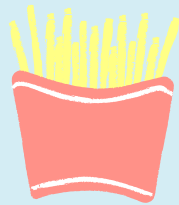


If you are bad, we will not get you a present.

FANBOYS conjunctions:

- For
- And
- Nor
- But
- Or
- Yet
- So

Independent clauses are parts of a sentence that have a subject and a verb and have a complete thought.



FANBOYS conjunctions and independent clauses

Andy built a snowman, and Jeff played with his dog.

 Subject
  Verb
  Conjunction

Using a comma to separate independent clauses when they are joined by the FANBOYS conjunctions.

First, identify the independent clause (complete thought of the sentence) and one of the FANBOYS conjunctions. (see page above). Then, put the comma before the conjunction and after the independent clause.

examples:

I want to go to a fancy restaurant, but it is too expensive.

We can get our nails done, or we can stay home.



Separating non-essential parts of a sentence using commas

How to separate

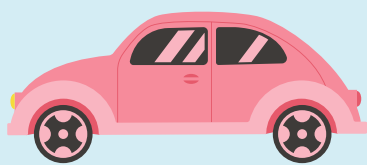
First, identify the non-essential part of the sentence. Then, put a comma before and after the non-essential part of the sentence.

Non-essential parts of a sentence

Non-essential parts of the sentence are parts of the sentence that aren't needed. The non-essential parts usually give information about the subject.

Examples

The car, a Volkswagen Beetle, doesn't work anymore.



My pets, a snake and a bird, are very hard to take care of.



Marie, a 16 year old, is a cashier.



Commas in a list

When creating a list, commas are a common way to separate one item from another. The last two items in the list are usually separated by "and" or "or". The last comma in a list is called the "Oxford Comma".

You can use commas in a list of three or more to separate the items within it. The second to last and last item in the list should also be separated by "and" or "or" (commas to separate last two items is optional).

Example Sentences

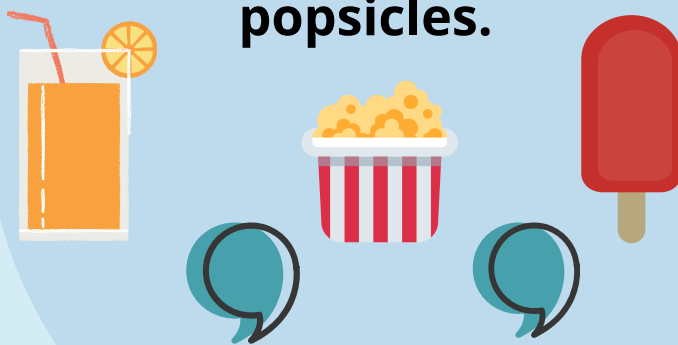
I'm going to school with **Millie, Suzan, and Nikki.**



One day I want to go to **Tokyo, Paris, and New York.**



I like ice cream, **popcorn, juice and popsicles.**



Commas and Quotations

Quotations are things that people say or have said. They are marked with **quotation marks**: "I love cats."



Use a comma after normal writing to introduce the quotation.

Shakespeare once said, "Shall I compare thee to a summer's day?"

"I'm really tired," she said, "I need a coffee."

Commas and introductory elements

Introductory elements are the introductory parts at the beginning of a sentence. They appear before the main part of the sentence and tell the reader what the sentence will be about.

Examples

Wait, is there homework today?



Sorry, I don't have another pencil.



Commas, dates, and cities

Use a comma to separate the day of the week, the month, and the year. You also use a comma to separate the city name from a country or state and a name or title.

Examples

Dr Bell has a Phd in paediatrics, she's one of Canadas top doctors.



I went to Barcelona, Spain this summer.



Today it is Monday, November 8th, 2020.





CITATIONS

<http://guidetogrammar.org/grammar/commas.htm>

<https://www.ef.com/ca/english-resources/english-grammar/comma/#:~:text=When%20making%20a%20list%20C%20commas,as%20the%20%22Oxford%20Comma%22.>

<https://www.grammarly.com/blog/comma/>

https://owl.purdue.edu/owl/general_writing/punctuation/quotation_marks/more_quotation_mark_rules.html#:~:text=Use%20a%20comma%20to%20introduce,sure%20who%20performed%20the%20murder.%22

https://owl.purdue.edu/owl/general_writing/punctuation/



Group Members:

Gennevieve, Lauren L, Noa O',

We created a infographic on commas, but more specifically, how to use them, what they are used for, and other useful information about commas.

