

COMMA REVIEW

In this exercise you will review the main rules for using commas. Study the rules and examples; then work the "TRY IT" section. If you need assistance, feel free to refer back to the rules and the examples. The answer key is at the back of this packet.

**After salutation in a personal letter (the greeting)
After the salutation in a letter (the goodbye)**

Examples:

Dear Mary,

Sincerely,

TRY IT #1

1. Dear Joseph
2. Yours Truly
3. My Dearest Husband

* * * * *

Use commas to separate three or more items in a series.

Examples:

Neither rain, sleet, nor snow is going to keep me from going tonight.

My husband, my children, and my parents have all encouraged me to get my high school diploma.

TRY IT #2

1. I would like to take my best friend my dog and my childhood teddy bear to the information session for support.
2. I would rather play cards watch T.V. or even scrub the bathroom floor if I could just stay home.

* * * *

Use a comma to set off an expression that interrupts a sentence.

Examples:

My husband, the great supporter, is standing by the door with my coat.

It's time to hit the road; however, I could still pray for a flat tire.

Why, I ask myself, am I so nervous?

TRY IT #3

1. The directions I must admit are easy to follow.
2. I can see the school a large red brick building in the distance.
3. What I ask myself is going on here tonight? There's nowhere to park.

* * * * *

Use a comma after introductory words like yes, no, well, indeed, and so.

Examples:

Well, I could turn around and go home.

No, I'm not chickening out! I'll just park on the street.

Oh well, I'm in the door. There's no turning back now.

TRY IT #4

1. Hey this isn't so bad.
2. Well at least the other people look a little nervous too.
3. Wow this program isn't what I thought it was going to be.
4. No I was expecting it to be more like high school - books, teachers, classmates PRESSURE!
5. So my husband was right. This might be just the program for me.
6. Yes indeed I'm going to sign up tonight.

* * * * *

Use a comma to separate the names of the days from the names of the months, and the names of the months from the date of the year. Use another comma after the year unless it ends the sentence.

Examples:

The P.T.A. meeting will be held on Wednesday, March 6, 1993, at 7:00 p.m.

The yard sale will take place on Saturday, May 30, 1993.

TRY IT #5

1. The new law went into effect on February 8 1984 at noon.
2. School begins on Monday September 6 1993.

* * * * *

Use a comma to separate the names of cities from states, and the names of cities from countries. Use another comma after the name of the state unless it ends the sentence.

Examples:

My family will travel to Seattle, Washington, this summer.

My grandmother came from Frankfurt, Germany.

TRY IT #6

1. The meeting will be in Chicago Illinois this year.
2. Denver Colorado has a greater population than Indianapolis Indiana.

* * * * *

Use a comma to separate a quotation from the rest of the sentence.

Examples:

"We must get up early," said Mom.

"Be sure to keep your eyes on the road," said the driving instructor.

The woman remembers, "I was only five when we moved to New York."

TRY IT #7

1. The man answered "I will go for the medicine."
2. "I would like to talk with you" said Mr. Jackson.
3. "Let's go to the park for a picnic" said Anita.

* * * * *

Use a comma to set off the name of a person who is being addressed.

Examples:

Carlos, did you find the answer to your question?

What is the population of your town, Linda?

TRY IT #8

1. Tasha are you going skiing this weekend?
2. What time are you going to the game Ismet?

* * * * *

Use a comma after the greeting and the closing of a friendly letter.

Examples:

Dear Aunt Donna,

Sincerely,

TRY IT #9

Read the business letter below. Place commas where they are necessary.

84 South Street
Elmsford NY 10501
July 1 1994

Credit Department
ACE Department Store
123 Main Street
Fairview N.Y 10022

Dear Credit Department:

I would like to open a charge account at your store. I live at the above address and I work at Phraney's Drugstore in Tarrytown New York. I have charge accounts at Sears Caldor's and Macy's. I have a bank account at the Bank of New York in Elmsford.

Please send me an application.

Yours truly

Kenneth R. Sczyan

* * * *

**ANSWER KEY
COMMA REVIEW**

TRY IT #1

1. The information session is tonight, and I'm going to attend.
2. I'd rather do almost anything else, but I'm not going to back out!
3. I really should leave for the session now, or I could just forget the whole thing.

TRY IT #2

1. I would like to take my best friend, my dog, and my childhood teddy bear to the information session for support.
2. I would rather play cards, watch T.V., or scrub the bathroom floor if I could just stay home.

TRY IT #3

1. The directions, I must admit, are easy to follow.
2. I can see the school, a large red brick building, in the distance.

3. What, I ask myself, is going on here tonight. There's no place to park.

TRY IT #4

1. Hey, this isn't so bad.
2. Well, at least the other people look a little nervous too.
3. Wow, this program isn't what I thought it was going to be.
4. No, I was expecting it to be more like high school - books, teachers, classmates, PRESSURE!
5. So, my husband was right that this might be just the program for me.
6. Yes indeed, I'm going to sign up tonight.

TRY IT #5

1. The new law went into effect on February 8, 1984, at noon.
2. School begins on Monday, September 6, 1993.

TRY IT #6

1. The meeting will be in Chicago, Illinois, this year.
2. Denver, Colorado, has a greater population than Indianapolis, Indiana.

TRY IT #7

1. The man answered, "I will go for the medicine."
2. "I would like to talk with you," said Mr. Jackson.
3. "Let's go to the park for a picnic," said Anita.

TRY IT #8

1. Tasha, are you going skiing this weekend?
2. What time are you going to the game, Ismet?

TRY IT #9

July 1, 1994

Credit Department
Tiffany & Co.
727 Fifth Avenue
New York, NY 10022

Dear Credit Department:

I would like to open a charge account at your store. I live at the above address, and I work at Phraney's Drugstore in Tarrytown, New York. I have charge accounts at Sears, Caldor's, and Macy's. I have a bank account at the Bank of New York in Elmsford.

Please send me an application.

Yours truly,

Kenneth R. Sczyan

* * * * *