

## **Comma Rules**

*The list below is a beginning list of when to use commas. It includes the most basic rules of commas, but it is not an exclusive list. There are several other comma rules that are not included.*

- 1) Use commas to separate items in a list.**
- 2) Use a comma in a date to separate the day & month from the year.**
- 3) Use a comma to separate a direct address (the name of the person you are speaking to) from the rest of the sentence.**
- 4) Use a comma to separate yes/no (or similar words) from the rest of the sentence.**
- 5) Use a comma in a compound sentence with a coordinating conjunction. The comma goes before the conjunction in order to connect the two independent clauses.**
- 6) Use a comma to separate a quotation from the speaker.**
- 7) Use a comma to separate a city and state.**

NAME: \_\_\_\_\_

## Comma Rule Study Aid

Here are the main words for each comma rule. Make a mnemonic to help you remember them.

**List -** L \_\_\_\_\_

**Day & Year** D \_\_\_\_\_

**Direct Address** D \_\_\_\_\_

**Yes/No** Y \_\_\_\_\_

**Compound Sentence** C \_\_\_\_\_

**Quotation** Q \_\_\_\_\_

**City and State** C \_\_\_\_\_

NAME: \_\_\_\_\_

## Comma Pre-Test Study Sheet

In each column either given an example for the given rule, or give the rule for the given example. Remember there are 7 rules and each is only used once.

<b>Comma Rule</b>	<b>Example</b>
Commas are used to separate items in a list.	1)
2)	Terrell, can you hand me your homework.
3)	I went to college in South Bend, Indiana.
4) Commas are used in a date to separate the day from the year.	
5) Commas are used in compound sentences to separate the two independent clauses.	
6)	No, I have never met him before.
7)	My mother responded, "We will leave in five minutes."

NAME: \_\_\_\_\_

## Comma Practice #1

In the following sentences, put commas where necessary. Then list the rule that tells why you used the comma. Pick from the rules below.

- 1) List    2) Direct Address    3) Yes/No    4) Quotation    5) Compound Sentence  
6) Date    7) City & State

1) "Tomorrow is Wednesday" replied the teacher.

\_\_\_\_\_

2) Your appointment is scheduled for 10:30 a.m. on March 11 2014.

\_\_\_\_\_

3) The report is due Monday and I will not accept any late papers.

\_\_\_\_\_

4) I need to pack shorts a t-shirt and shoes for gym.

\_\_\_\_\_

5) I had soup salad and crackers for lunch yesterday.

\_\_\_\_\_

6) The conference will be held in Portland Oregon.

\_\_\_\_\_

7) Now Brandon you need to watch your temper.

\_\_\_\_\_

8) The students in 5<sup>th</sup> grade are smart and all of them will succeed.

\_\_\_\_\_

9) Fine I'll meet you at seven o'clock.

---

10) No I don't like beef stew.

---

11) The principal asked "Is everyone ready for the talent show?"

---

12) Will you help me with my homework Ms. Cooke?

---

13) I graduated from college on May 9 2003.

---

14) The children were in the back watching TV so they did not hear the knock at the door.

---

15) My family is going to Savannah Georgia this summer.

---

NAME: \_\_\_\_\_

## Comma Practice #2

In the following sentences, put commas where necessary. Then list the rule that tells why you used the comma. Pick from the rules below.

- 1) List    2) Direct Address    3) Yes/No    4) Quotation    5) Compound Sentence  
6) Date    7) City & State

1) The dog took a bath and it made him smell much better.

\_\_\_\_\_

2) David hand me that book.

\_\_\_\_\_

3) No you did not leave your coat in my room.

\_\_\_\_\_

4) It rained all morning but the sun came out in the afternoon.

\_\_\_\_\_

5) My baby sister was born on January 9 2007.

\_\_\_\_\_

6) When I go to the beach, I like to swim in the ocean go fishing make sandcastles and take a long nap.

\_\_\_\_\_

7) My brother screamed "Stop bothering me!"

\_\_\_\_\_

8) You need to be patient Will.

---

9) My father grew up in Boston Massachusetts.

---

10) "Make sure you bring your book tomorrow" said the teacher.

---

11) I am going to run the Chicago Marathon on June 11 2014.

---

12) Travis Devin and Brendan all sit in the same row.

---

13) We have not had a full week of school in a long time but this week we do.

---

14) The store sells clothes jewelry and purses.

---

15) This plane is headed to Santa Fe New Mexico.

---



NAME: \_\_\_\_\_

## Comma Practice #3

In the following sentences, put commas where necessary. Then list the rule that tells why you used the comma. Pick from the rules below.

- 1) List    2) Direct Address    3) Yes/No    4) Quotation    5) Compound Sentence  
6) Date    7) City & State

1) Summer school starts on June 11 2012.

\_\_\_\_\_

2) "I am so tired" said Miguel.

\_\_\_\_\_

3) Many of my friends live in New York New York.

\_\_\_\_\_

4) I have basketball practice today so I hope I don't get detention.

\_\_\_\_\_

5) How did you do on your progress report Evan?

\_\_\_\_\_

6) Yes you got a good grade on the test.

\_\_\_\_\_

7) Wendell lives in DC and he has lived there his entire life.

\_\_\_\_\_

8) Martin never studied astronomy but he does like looking at the stars.

\_\_\_\_\_

9) Sure I will help you with your homework.

---

10) I like to read to take pictures and to write stories.

---

11) Aman is very active so he plays many different sports.

---

12) Quincy Darren and Andre all play on the basketball team.

---

13) Gina's parents got married on August 12 1988.

---

14) My older sister lives in San Francisco California.

---

15) Harper could you make a copy of this worksheet?

---

NAME: \_\_\_\_\_

## Comma Practice #4

In each of the sentences below, place commas where necessary.

- 1) It was a hot windy day so I was unable to do my gardening.
- 2) "I had a great day" said Ellen to her mother.
- 3) The students played a basketball game and the principal was the referee.
- 4) The awards will be presented on May 12 2014.
- 5) In high school, I am going to play basketball football and lacrosse.
- 6) Aaron studied hard for his test so he got an A.
- 7) Mrs. Vincent do you need me to shovel your walk?
- 8) No I have never seen the loch ness monster.
- 9) This summer I am going to camp in Milwaukee Wisconsin.
- 10) My mother asked "Have you seen my car keys?"

NAME: \_\_\_\_\_

## Comma Practice #5

In each of the sentences below, place commas where necessary.

- 1) I went to college in Nashville Tennessee.
- 2) Maisy print your paper and hand it in.
- 3) I tried to go to bed early last night but I could not fall asleep.
- 4) Brandon said "I love chicken from Popeye's."
- 5) The book was very long so I didn't finish it.
- 6) Sure I can give you a ride to the soccer game.
- 7) The house was very dark so I turned on some lights.
- 8) We took the train from Cleveland Ohio to Pittsburgh Pennsylvania.
- 9) My grandmother arrived in America on July 9 1933.
- 10) Before I can go to my friend's house, my mom told me I must clean my room wash the dishes and put away my laundry.

NAME: \_\_\_\_\_

## Comma Editing #1

Read the following passage, and add commas where necessary. 9 missing commas.

“Jade are you paying attention?” Ms. Giddings asked.

“Yes I am” replied Jade as she snapped out of her day dream grabbed her pencil and began to write the notes.

Ms. Giddings smiled and said “That’s better.”

It was the day before exams and Ms. Giddings wanted to be sure all of the students were prepared. She spent class reviewing sentences paragraphs and vocabulary. She hoped the class would be ready because she knew they knew it.

NAME: \_\_\_\_\_

## Comma Editing #2

**Read the following passage, and add commas where necessary. 12 missing commas**

February is a very exciting month at Merit Academy. Students will be able to participate in a play community service and a debate team. Mr. Pope believes that these opportunities will allow students to practice their skills outside the classroom and I agree. Students are also very excited about these opportunities. Josh Brandon and Natalie want to take part in the play but Jay Rebecca and James are more interested in getting involved with community service. "Jay that's fine that you're interested in something different than Nathan" said Mr. Pope. He continued "Our hope is that each student can find something that suites his or her interest." Can every student find something he or she likes to do? Yes I believe they can.

NAME: \_\_\_\_\_

## Comma Practice #3

**Read the following passage, and add commas where necessary. 13 missing commas**

Math is a very important subject that requires many skills. In a math course, most of the time students must give accurate answers but sometimes the teacher will ask for an approximate answer. In math, a student must also know how to make vertical horizontal or diagonal lines on a graph. They also should know how to do a word problem. For example, Joe departs San Francisco California at 1pm and he arrives at his destination at 4pm. If he traveled 400 miles, how fast was he going?

Math is an important course in school. In his speech on August 5 2010, President Obama said "It is important for all students to learn math so they can grow up to be engineers navigators and accountants. We must continue to push math in schools or our country and economy may deteriorate in the future." Yes math is an important subject and all students should learn it.

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## Comma Practice #4

**Read the following passage, and add commas where necessary. 11 missing commas.**

We had a school wide meeting on February 3 2012 and the students were able to ask the principal, Mr. Weston, questions. The first student asked “Mr. Weston what do you think is the most important thing in making a good school?” After Mr. Weston listened to the question, he thought about it for a minute. Then he answered “Students teachers and parents must work together to make a good school.” Yes I think he is right but that is not the only thing you need to have a good school. I think there are many other things that make a good school such as good teachers opportunities for extra help and kind students. If you had all of these things, you would have an excellent school.



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## Comma Practice #5

**Read the following passage, and add commas where necessary. 17 missing commas.**

On September 2 2011 in Los Angeles California a principal called a meeting for the faculty parents and students of Carmel Middle School. "If you are going to succeed, you will need to work hard" said the school principal. As he spoke, some students listened but others simply tuned him out. Yes he was a bit discouraged when he saw some of the blank stares but he was determined to at least get his message to the ones who were listening.

His message was an important one for the sixth seventh and eighth graders he spoke to. Carmel Middle School was a tough school but it got good results. When a student worked hard at Carmel, he had many options when he left. The principal wanted the students to see that the decision was theirs so they could make the choice to do their best. He hoped that they all would decide to work hard but he knew from experience there would always be a few who would waste the opportunity. Although the ones who failed sometimes discouraged him, he was able to keep his head up because of the ones who succeeded. He kept those students in mind as he closed his speech saying "You are bright talented and enthusiastic young people. Your future stands before you. It is quite bright and it is up to you to make sure it stays that way."

## Comma Practice #1 Answer Key

1) "Tomorrow is Wednesday," replied the teacher.

Quotation

2) Your appointment is scheduled for 10:30 a.m. on March 11, 2014.

Date

3) The report is due Monday, and I will not accept any late papers.

Compound Sentence

4) I need to pack shorts, a t-shirt, and shoes for gym.

List

5) I had soup, salad, and crackers for lunch yesterday.

List

6) The conference will be held in Portland, Oregon.

City & State

7) Now, Brandon, you need to watch your temper.

Direct Address

8) The students in 5<sup>th</sup> grade are smart, and all of them will succeed.

Compound Sentence

9) Fine, I'll meet you at seven o'clock.

Yes/No

10) No, I don't like beef stew.

Yes/No

11) The principal asked, "Is everyone ready for the talent show?"

Quotation

12) Will you help me with my homework, Ms. Cooke?

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13) I graduated from college on May 9, 2003.

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13) We have not had a full week of school in a long time, but this week we do.

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