













COMMAS

EDITING PRACTICE

For the next few weeks, we will be practicing editing our work to correct any comma errors. By _____, please complete the following Odyssey folder that will enhance your comma usage.

| Assignment Name: Comma Usage Folder | | | |
|--|--------------------------------------|------------------------|-------|
| Level: 8 | | Subject: LA Extensions | |
| Task Type | Task Title | Subject | Level |
|  -6440 | <u>Commas</u> | LA Extensions | 6 |
|  -6487 | <u>Using Commas</u> | LA Extensions | 6 |
|  | <u>Lesson Quiz: Proper Comma Use</u> | LA Extensions | 6 |
|  -76358 | <u>Commas in a Series</u> | LA Extensions | 7 |
|  -76359 | <u>Commas in Quotations I</u> | LA Extensions | 7 |
|  -76360 | <u>Commas in Quotations II</u> | LA Extensions | 7 |
|  -76361 | <u>Commas in Date/Address/Letter</u> | LA Extensions | 7 |
|  -76362 | <u>Commas in Compound Sentences</u> | LA Extensions | 7 |
|  -76363 | <u>Commas with Appositives</u> | LA Extensions | 7 |
|  -76364 | <u>Introductory Words/Phrases</u> | LA Extensions | 7 |
|  -8198 | <u>Commas in Sentences I</u> | LA Extensions | 8 |
|  -8199 | <u>Commas in Sentences II</u> | LA Extensions | 8 |

REMEMBER WHEN YOU JOURNAL YOUR THOUGHTS:

1. Recap the quote in your own words
2. Share your opinion
3. Offer a personal experience to prove your opinion
4. Include the importance of this quote in the future / to your life / to the world

Name _____ Date _____

COMMA RULES

1 Use a comma + FANBOYS conjunction to connect two independent clauses.

Ex. *He hit the ball well, but he ran toward third base.*

Sentence, FANBOYS Sentence

2 Use a comma to separate the elements in a series (three or more things), including the last two.

Ex. *He hit the ball, dropped the bat, and ran to first base.*

Sentence, n, d, and e.

3 Use a comma to separate adjectives in a list modifying a noun. If you can put an *and* or a *but* between the adjectives, a comma will probably belong there.

Ex. For instance, you could say, "He is a tall and distinguished fellow" or "I live in a very old and run-down house." So you would write, "*He is a tall, distinguished man*" and "*I live in a very old, run-down house.*"

But you would probably not say, "I live in a little and purple house," so commas would not appear between *little* and *purple*.

Adj., Adj., Adj. NOUN

4 Use a comma to set off introductory elements or openers.

Ex. *Running toward third base, he suddenly realized how stupid he looked.*

OPENER, Sentence

5 Use a comma to set off parenthetical elements, interrupters, and appositives (nonessential phrases and clauses). An interjection is always treated as a parenthetical element. An addressed person's name (that of someone actually being spoken to) is a parenthetical element

Ex. *The Founders Bridge, which spans the Connecticut River, is falling down.*

Ex. *Yes, it is always a matter, of course, of preparation and attitude.*

Ex. *I'm telling you, Juanita, I couldn't be more surprised.*

Ex. *Wow, I can't believe this.*

Sentence, INTERRUPTER, Sentence

6 Use a comma to set off quoted elements. Use a comma to separate quoted material from the rest of the sentence that explains or introduces the quotation, the dialogue tag:

Ex. *Peter Coveney writes, "The purpose and strength of the child had been amazing."*

Ex. *"The question is," said Alice, "whether you can make words mean so many things."*

Ex. *"I should like to buy an egg, please," she said timidly. "How do you sell them?"*

"Quote," DIALOGUE TAG.

7 Use commas to set off phrases that express contrast.

Ex. *Some say the world will end in ice, not fire.*

Ex. *It was her money, not her charm or personality, that first attracted him.*

Ex. *The puppies were cute, but very messy.*

Sentence, CONTRAST.

8 Use a comma when writing dates and addresses.

Ex. *My address is 1234 Fake Lane Drive, Chula Vista, CA 91910.*

Street, City, State

9 Use commas to set off title or initials following a name.

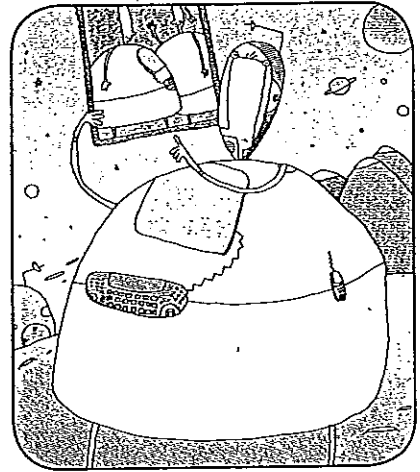
Ex. *Robert Herman, Jr., is coming to speak at graduation.*

Name, Title, Sentence

DAY 1

Commas in Compound Sentences

A comma should be used with a coordinating conjunction between two independent clauses in a compound sentence. Coordinating conjunctions include words such as these: *but, or, nor, and, for, so, and yet*. Combining independent clauses to form compound sentences can add variety to your writing. (See 590.2 in *Write Source*.)



Example

Dalton eats too much, but he blames his weight on genetics.

(The comma and conjunction “but” are used to connect the two independent clauses in this compound sentence.)

Note: Do not confuse a simple sentence containing a compound verb with a compound sentence.

Dalton eats too much and blames his weight on genetics.

(“Eats” and “blames” form the compound verb of a simple sentence.)

Directions

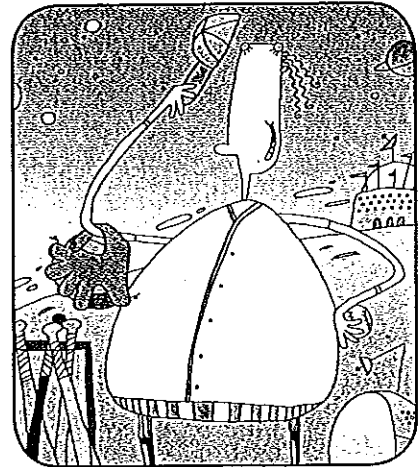
If the sentences below contain two independent clauses, add a comma before the conjunction. The first one has been done for you.

1. Dalton always smiles after losing a game, but he still hates losing.
2. Dalton thinks about how he played and practices for the next game.
3. It was too rainy to go in-line skating so we watched a video.
4. Jon wanted to shoot baskets with his dad but he had promised to go biking with his brother.
5. Marcie usually loses at Scrabble but always wants to play the game.
6. She plays yet she never improves at Scrabble.
7. Marcie bought a new dictionary and she plans to study it every day.
8. After school, Zeke e-mailed three friends and then delivered papers.

DAY 3

Commas Between Items in a Series

Commas are needed to separate words, phrases, or clauses in a series. A series must always contain at least three items. (See 582.1 in *Write Source* for more information.)



Example

To Separate Items in a Series:

A good baseball player must be able to hit, run, and field.



Directions

Insert commas where needed to separate items in a series in the sentences below. The first sentence has been done for you.

1. Hitting a ball, running the bases, and fielding a position demand different skills.
2. Most good hitters have great eyesight quick reflexes and strong wrists.
3. Knowing the pitcher's moves taking the longest possible lead and getting the jump on the catcher are essentials for a good base runner.
4. Fielding any position well requires having a strong throwing arm a knowledge of opposing hitters and an ability to move quickly in any direction.
5. Regular practice intense concentration and good coaching are all important factors in a player's development.
6. Players must ignore noisy fans bad calls by umpires and insults from the opposing players' bench.
7. Ignoring distractions staying cool and keeping focused are often as important as hitting running or fielding.

DAY 3 – continued

8. Enjoying the company of team members being out in the fresh air and getting some exercise are all benefits of playing baseball.
9. Do some warm-up exercises grab your glove and go play ball.
10. Individual sports like tennis golf and archery also have their rewards.
11. Golf can sometimes be a frustrating exasperating and challenging game.
12. Crooked drives erratic putts and topped balls can plague even the most enthusiastic golfer.
13. Sand traps water hazards and rough greens provide added difficulties.
14. Despite sliced drives lost balls and terrible scores, many enjoy nothing more than a good round of golf.

DAY 4

SENTENCE TO CORRECT

If you are anxious to improve yourself, read books which tend to elevate your taste refine your imagination clarify your ambition and raise your ideas. Read books of power books which stir the very depths of your being to some purpose books which make you resolve to do and be a little better books that make you try a little harder to be somebody and to do something in the world.

--Dr. Orison S. Marden

RULES - Why did you make the change?

1. _____
2. _____
3. _____
4. _____

JOURNAL YOUR THOUGHTS

DAY 5

SENTENCE TO CORRECT

When we read, we may not only be kings and live in palaces but, what is far better, we may transport ourselves to the mountains or the seashore, and visit the most beautiful parts of the earth without fatigue inconvenience or expense.

--John Lubbock

RULES - Why did you make the change?

1. _____
2. _____
3. _____
4. _____
5. _____

JOURNAL YOUR THOUGHTS

DAY 6

Commas to Separate Equal Adjectives

Two or more adjectives that equally modify the same noun should be separated with commas. There are two simple “equality” tests. Try switching the order of the adjectives. If the meaning of the sentence remains clear, the adjectives are equal. You can also insert “and” between the adjectives. If the sentence makes sense and reads well, you can use a comma. Try both tests on the sentence below. (See 586.2 in *Write Source* for more information.)

Example

Decent, good-hearted people sometimes avoid homeless individuals.

(Both tests work for this sentence, so the adjectives are equal and require a comma.)



Directions

Insert commas between equal adjectives where needed. *Note:* Do not place a comma after the last adjective.

1. Healthy-looking well-dressed pedestrians often look away when they come in contact with ragged penniless street people.
2. What those fresh-scrubbed well-groomed people don't realize is that with a bit of bad luck they also might be begging on the corner.
3. Some of those unwashed undernourished homeless people may have held high-paying management jobs in the city.
4. Perhaps they owned spacious landscaped homes in the suburbs and drove sleek shiny cars.
5. Any confident successful person today could still face failure tomorrow.
6. Be careful before judging those who eat in soup kitchens and sleep on dangerous garbage-laden curbsides.

DAY 7

SENTENCE TO CORRECT

Intelligent humorous concerned Andy Rooney a writer a news anchor a journalist
a war correspondent offered this advice: "ive learned that the best classroom in
the world is at the feet of an elderly person."

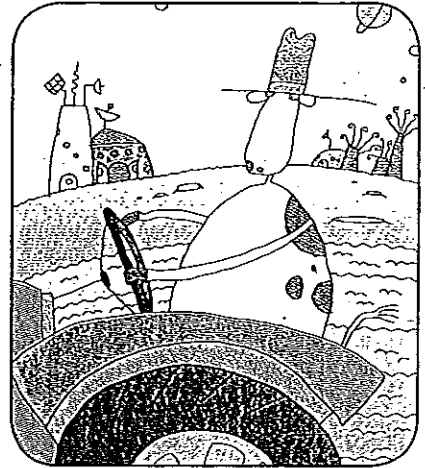
RULES - Why did you make the change?

1. _____
2. _____
3. _____
4. _____
5. _____

JOURNAL YOUR THOUGHTS

DAY 8

Commas to Separate Introductory Clauses and Phrases



A comma is used to separate an **introductory adverb clause** or a **long introductory phrase** from the independent clause that follows it. You should note, however, that no comma is required when a short introductory phrase begins the sentence or when the adverb clause follows the main clause. (Study the examples below and 590.1 in *Write Source* to help clarify these exceptions.)

Examples

In spring dairy farmers are busy planting crops.

(No comma is required after "spring" because the introductory phrase is short.)

After spring planting is done, there is still plenty to do.

(A comma sets off the introductory adverb clause.)

There is still plenty to do after spring planting is done.

(No comma is required because the adverb clause follows the main clause.)

Directions

Read the sentences below carefully and insert commas where they are needed. There are three sentences that do not require commas. The first one has been done for you.

1. Regardless of the season or day of the week, dairy farmers have plenty to do to keep them busy.
2. Because cows do not observe holidays they must be milked every day.
3. If a farmer is to succeed he or she must follow nature's schedule.
4. With nature running the show the farmer has very little choice.
5. Modern equipment helps the farmer because it cuts out some of the backbreaking labor.

DAY 8 – continued

6. Over the next decade or two a farmer's day will probably get shorter as equipment increases his or her productivity.
7. Be it hail, wind, or drought farmers are at the mercy of the weather.
8. Rain is welcome during the summer although it can be a problem at harvesttime.
9. In addition to late-season rains an early frost can also be damaging to a crop.
10. Although 12 hours is an average day farmers work longer during harvest.
11. Since harvesting is so important every working day is crucial.
12. As my neighbor John Williams once told me nature is the world's toughest boss.
13. John often complains about farming even though he loves his life on the farm.
14. For the past fifty years John has been a very good friend.

DAY 10

SENTENCE TO CORRECT

If I could give young people one piece of advice it would be, read read read!

Reading will open up new worlds, real and imagined. Read for information read

for pleasure read for inspiration. The person who does not read has no

advantages over the person who cannot read.

--Abigail Van Buren

RULES - Why did you make the change?

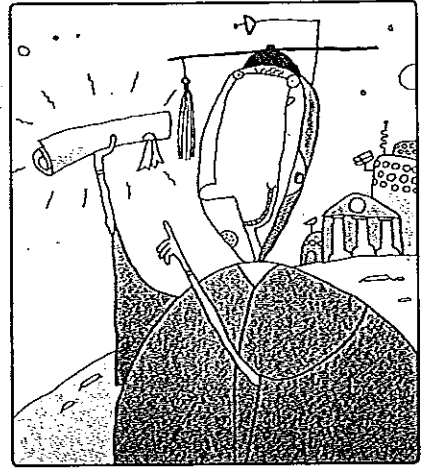
1. _____
2. _____
3. _____
4. _____

JOURNAL YOUR THOUGHTS

DAY 12

Commas to Set Off Nonrestrictive Phrases and Clauses

Commas are used to set off nonrestrictive clauses from the rest of a sentence. **Nonrestrictive clauses** are clauses that may be removed from a sentence without changing the basic meaning of the sentence. Study the examples below. (See 584.1 in *Write Source* for more about this use of commas.)



Examples

Nonrestrictive Clause:

Roger, who has passed all his finals, will graduate in June.

(The clause "who has passed all his finals" adds information to the sentence but is not necessary to make the basic meaning clear.)

Restrictive Clause:

Students who have passed all their finals will graduate in June.

(The clause "who have passed all their finals" is needed to make clear which students are eligible to graduate. It restricts the meaning of the sentence, so no commas are required.) **Note:** Phrases may also be restrictive.

Directions

Place commas around nonrestrictive clauses in the following sentences. (Place *no* commas around restrictive clauses.) The first one has been done for you.

1. The American writer Ernest Hemingway was fond of Spain, which he visited many times.
2. Hemingway who traveled a great deal also spent time in France, Africa, and Cuba.
3. Hemingway's style which influenced thousands of writers appeared simple and effortless.

DAY 12 – continued

4. Hemingway who was a perfectionist would often write less than 500 words a day.
5. New York's Strand Bookstore which is the largest used-book store in the state contains more than eight miles of books.
6. Robert Frost who became America's best-known poet first gained fame in England.
7. The old book that Julie found was worth more than fifty dollars.
8. Soccer which has long been a favorite sport in Europe and South America is now becoming popular in the United States.
9. Babe Ruth who became baseball's greatest hitter began his career as a pitcher.
10. My little brother won't go back to the ballpark where he once got lost.

DAY 13

SENTENCE TO CORRECT

Abraham Lincoln born in a log cabin unschooled and uninspired might have become a fair country lawyer and been elected the State Legislature. But three books fell into his hands Weems *Life of Washington* Bunyans *Pilgrims Progress* and the *holy bible*. From these kindling pages he inhaled the breath of life that started his soul to blazing.

--Roy L. Smith

RULES - Why did you make the change?

1. _____
2. _____
3. _____
4. _____

JOURNAL YOUR THOUGHTS

DAY 14

SENTENCE TO CORRECT

The truth is that our finest moments are most likely to occur when we are feeling deeply uncomfortable unhappy or unfulfilled. For it is only in such moments propelled by our discomfort that we are likely to step out of our ruts and start searching for different ways or truer answers.

--M. Scott Peck

RULES - Why did you make the change?

1. _____
2. _____
3. _____
4. _____

JOURNAL YOUR THOUGHTS

DAY 15

Commas with Appositives

An appositive is a word or phrase that identifies or renames a noun or pronoun. Here's a chance for you to practice using commas to set off appositives. Review the examples below before you begin your work. (See 586.1 in *Write Source* for more examples.)

Examples

Oahu, an island in Hawaii, is a favorite vacation spot.

A favorite vacation spot is Oahu, an island in Hawaii.

(Commas are used to set off the nonrestrictive appositive "an island in Hawaii" because the appositive phrase is not needed to understand the basic meaning of the sentence.)

The popular vacation spot Oahu is one of the Hawaiian Islands.

("Oahu" is a restrictive appositive identifying "popular vacation spot.")

Commas are not used to set off a restrictive appositive because it is needed to understand the basic meaning of the sentence.)



Directions

Underline the appositives in the sentences below. Add commas where necessary. The first two have been done for you.

1. My only sister Jennie has a hamster and two goldfish.
2. Her goldfish Stella chases the other one around the tank.
3. The other fish Sid tries to hide in the plants.
4. Jennie thinks she might have to buy another goldfish a new friend for Stella and Sid.
5. My two brothers Bill and Sam do not have any pets.
6. My brother Bill had fish when he was younger.
7. Bill says that maybe Jennie the only animal lover in our family should trade the hamster for a new goldfish.
8. He suggested that Jennie name the new fish Marlon.

DAY 16

SENTENCE TO CORRECT

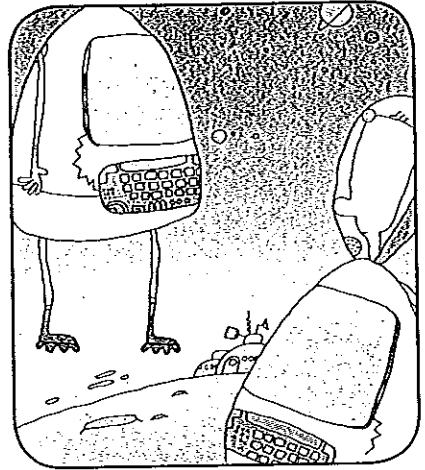
“It is one of the strange ironies of this strange life that those who work the hardest who subject themselves to the strictest discipline who give up certain pleasurable things in order to achieve a goal are the happiest people,” stated Brutus Hamilton american track and field athlete coach and college athletics administrator.

RULES - Why did you make the change?

1. _____
2. _____
3. _____
4. _____

JOURNAL YOUR THOUGHTS

Commas to Set Off Dialogue, Interruptions, and Interjections



In dialogue, commas are used to set off the exact words of the speaker from the rest of the sentence. Here is one example: “Don’t mix dialogue and narrative,” said the teacher, “but separate them with commas and quotation marks.”

Brief shifts of focus in a sentence are also marked by commas. Shifting reflects natural breaks or pauses you might take when reading a passage aloud. Shifting might be caused by **interruptions**, **nouns of direct address**, or **interjections**. Notice the shifting in this sentence: “Yes, George, you did, as a matter of fact, receive the highest grade on the Mr. Wizard genius exam.” (See the examples below and at 584.3, 588.1, 588.2, and 588.3 in *Write Source* for more information.)

Examples

The boss said, “You may have a raise.”

(A comma sets off the speaker’s exact words from the rest of the sentence.)

The raise, however, was small.

(“However” is set off from the rest of the sentence because it interrupts the flow of the sentence and can be omitted without changing the basic meaning of the sentence.)

“Jack, did you know about the raise?” asked André.

(The person directly addressed—being spoken to—is set off with a comma.)

“Yes, I did.”

(Interjections like “yes” and mild exclamations are separated from the remainder of the sentence by a comma.)

Directions

Place commas where needed in the sentences below. The first one has been done for you.

- 1 “André, you know that assignment is due tomorrow,” scolded Mary.
- 2 André said “Why do you think I’m hurrying?” He as a matter of

DAY 17 – continued

3 fact didn't really seem to be in a big rush.

4 He had for example just used 20 minutes to type a single
5 paragraph.

6 "Gosh" Mary commented "if that's fast, I'd hate to see slow."

7 "Mary haven't you ever heard that haste makes waste?" asked André.

8 "Yes but I've also heard that late assignments get bad grades"
9 replied Mary.

10 "Mary I've never been late with an assignment yet, and I don't
11 intend to start now" André stated in his own defense.

12 "Well there's a first time for everything, so if I were you, I'd
13 hurry just a little" warned Mary.

14 "As a matter of fact I am thinking of ways to work faster" André
15 said slowly.

16 "Sure you are, Andre" said Mary.

17 "Say Mary I could work faster if I ate something" hinted André.

18 "Actually a snack is not a bad idea. I'll make some popcorn. You
19 start typing" replied Mary.

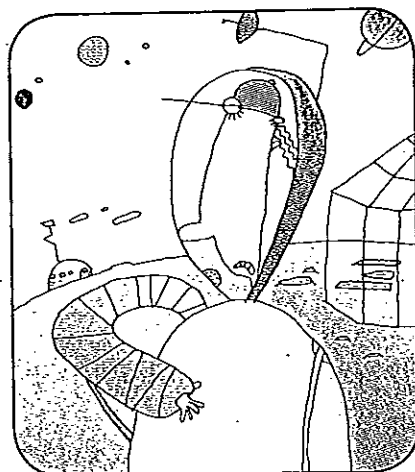
20 "Pizza sounds even better" André said, grinning, as his fingers
21 started to fly across the keyboard.

22 "Whoa I think we finally found the solution to your typing block"
23 laughed Mary.

DAY 18

Punctuating Dialogue

Having a conversation is simple. Someone says something. Someone else responds, and a conversation is under way. Written conversations are a little more difficult. They need to be correctly punctuated to make sense. (Study the examples below; then see 598.1, 598.2, and 600.1 in *Write Source* for help.)



Examples

“I’m tired,” said Mark. “This broken arm is wearing me out.”
(A period comes after “Mark” because that’s the end of a complete sentence.)

“Oh yeah,” joked Ken, “you need to give your arm a rest.”
(A comma comes after “Ken” because what follows completes the sentence.)

“Is that the best broken-arm joke you can think of?” Mark asked.
(The question mark is placed inside the quotation marks because the quotation is the question.)

Directions

Punctuate the following sentences with quotation marks, commas, and end marks. The first one has been done for you. (Note: See how correct punctuation makes the dialogue easier to follow.)

1 √ Jessie, I think you dropped your pen. √ warned Jon. √ Jessie started

2 searching for her pen. ∘

3 Have you done the English homework asked Jessie It’s really long

4 No replied Jon I haven’t read it yet I planned to read it in the

5 library this afternoon.

6 Don’t forget said Jessie you also have to write an essay.

7 It’s a good thing you reminded me because I had forgotten all

8 about the essay Jon said.

DAY 18 - continued

9 I'll be thinking about you slaving away while I'm enjoying the
10 movie gloated Jessie

11 What are you going to see asked Jon

12 I'm going to rent *Titanic* Jessie responded

13 Yeah the special effects in *Titanic* are awesome Jon said I'm
14 really not into disaster films that much

15 I'm not usually either said Jessie but I have a special interest in
16 this one My great-grandparents were supposed to have been on that
17 ship

18 Wow Jon said That's a case where missing the boat was a good
19 thing

20 Well I just hope you don't miss the boat with that English
21 assignment Jessie said as she went out the door

DAY 19

SENTENCE TO CORRECT

Malcolm X civil rights leader shared “education is the passport to the future for tomorrow belongs to those who prepare for it today.”

RULES - Why did you make the change?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

JOURNAL YOUR THOUGHTS

DAY 20

SENTENCE TO CORRECT

“the difference” stated Tommy Lasorda long-time dodgers baseball coach

“between the impossible and the possible lies in determination.”

RULES - Why did you make the change?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

JOURNAL YOUR THOUGHTS

DAY 21

SENTENCE TO CORRECT

“Any man worth his salt will stick up for what he believes right” explained General Peyton C. March U.S. General during W.W. II “but it takes a slightly bigger man to acknowledge instantly and without reservation that he is in error.”

RULES - Why did you make the change?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

JOURNAL YOUR THOUGHTS

DAY 22

SENTENCE TO CORRECT

“Yes he that loves a book will never want for a faithful friend a wholesome counselor a cheerful companion an effectual comforter. By study by reading by thinking one may innocently divert and pleasantly entertain himself as in all weathers as in all fortunes” advised Isaac Barrow an english christian theologian.

RULES - Why did you make the change?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

JOURNAL YOUR THOUGHTS
