**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**11 Comma Rules:**

Rule 1: Use commas to separate independent clauses when they are joined by any of these seven coordinating conjunctions: *for, and, nor, but, or, yet, so.*

Rule 2: Use commas after introductory a) clauses, b) phrases, or c) words that come before the main clause. Ex: a) *DC, IC* b) *After surviving this ordeal, the trapper felt relieved.* c) *However, we actually loved the movie.*

Rule 3: Use a pair of commas in the middle of a sentence to set off clauses, phrases, and words that are not essential to the meaning of the sentence. Use one comma before to indicate the beginning of the pause and one at the end to indicate the end of the pause. Ex: *Mark Twain's early novels, I believe, stand the test of time.* –OR- *Oil, which is lighter than water, rises to the surface.*

Rule 4: Do not use commas to set off essential elements of the sentence, such as clauses beginning with that (relative clauses). That clauses after nouns are always essential. That clauses following a verb expressing mental action are always essential. Ex: *The contractor testified that the house was completed and that the work had been done properly.*

Rule 5: Use commas to separate three or more words, phrases, or clauses written in a series.

Rule 6: Use commas to separate two or more coordinate adjectives that describe the same noun. Be sure never to add an extra comma between the final adjective and the noun itself or to use commas with non-coordinate adjectives. Ex: *Madame de Stael was an attractive, gracious lady.*

Rule 7: Use a comma near the end of a sentence to separate contrasted coordinate elements or to indicate a distinct pause or shift. Ex: *The field was safe enough, wasn't it?*

Rule 8: Use commas to set off words or phrases at the end of the sentence that refer back to the beginning or middle of the sentence. Such phrases are free modifiers that can be placed anywhere in the sentence without causing confusion. Ex: *Maria found math intriguing, nevertheless.*

Rule 9: Use commas to separate all geographical names, items in dates (except between the month and day), addresses (except between the street number and name), and titles in names. Ex: *December 7, 1941, will never be forgotten.* –OR- *Write the editor of the Atlantic, 8 Arlington Street, Boston, Massachusetts 02116.* –OR- *Martin Luther King, Jr.*

Rule 10: Use a comma to shift between the main discourse and a quotation. Ex: *He replied, "I have no idea what you mean."*

Rule 11: Use commas before and/or after addressing someone directly.