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| **Grammar Masters: Teacher’s Notes****Topic: Commas to Clarify Meaning**  |
| **Commas** customarily indicate a brief pause.**Rule 1.** Use commas to separate words and word groups in a list of three or more items (with ‘and’ before the final item).**Example A:** I bought apples, bananas, pears and kiwis.**Rule 2.** Use a comma to separate two adjectives when the order of the adjectives is interchangeable.**Example:** She is an intelligent, healthy woman.We could also say healthy, intelligent woman.**Example:** We stayed at an expensive summer resort.We would not say summer expensive resort, so no comma.**Rule 3.** Use a comma after a subordinate clause, or fronted adverbial, at the start of a sentence**Example:** If you are unsure about this, let me know.**Example:** Having finally arrived at the hotel, we went straight to the pool.**Example:** Last Friday, my gym class was cancelled.**Rule 4.** Use a comma after certain words that introduce a sentence, such as well, yes, why, hello, hey, etc.**Examples:**Why, I can't believe this!No, you can't have any money.**Rule 5.** Use commas for names, nicknames, terms of endearment, or the title of a person directly addressed.**Examples:**Tom, do your homework!Yes, old friend, I will.Good day, Captain.**Rule 6.** Use commas to introduce or interrupt speech **Examples:**He replied, "Of course!""Why," I asked, "are you ok?" |

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