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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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