**Exercise : Comma Exercise 1**

Add commas as needed in the sentences below. On the line to the left of each sentence, write the number of the appropriate comma rule (found of p. 3). If the sentence is correct as it is, write C on the line and refer to the appropriate rule in parentheses after the sentence.

1. He left the scene of the accident and tried to forget that it had happened.
2. Oil which is lighter than water rises to the surface.
3. Madame de Stael was an attractive gracious lady.
4. Nice is a word with many meanings and some of them are contradictory.
5. The contractor testified that the house was completed and that the work had been done

properly.

1. Some people refuse to go to the zoo because of pity for creatures that must live in small cages.
2. Taxicabs that are dirty are illegal in some cities.
3. The closet contained worn clothes old shoes and dirty hats.
4. The uninvited guest wore a dark blue tweed suit.
5. After surviving this ordeal the trapper felt relieved.
6. Mark Twain's early novels I believe stand the test of time.
7. December 7 1941 will never be forgotten.
8. The field was safe enough wasn't it?
9. Write the editor of the Atlantic 8 Arlington Street Boston Massachusetts 02116.
10. He replied "I have no idea what you mean."
11. After a good washing and grooming the pup looked like a new dog.
12. Because of their opposition to institutions that force creatures to live in captivity some people

refuse to go to the zoo.

1. Men who are bald are frequently the ones who are the most authoritative on the subject of baldness.
2. Vests which were once popular have been out of vogue for several years.
3. As a celestial goddess she regulated the course of the heavenly bodies and controlled the

alternating seasons.

1. I hope that someday he will learn how to be polite.

**Exercise : Comma Exercise 2**

Place commas wherever they are needed in the following sentences.

1. We went to Bar Harbor but did not take the ferry to Nova Scotia.
2. The ginkgo tree whose leaves turn bright yellow in the fall came to this country from Asia.
3. The address for the governor's mansion is 391 West Ferry Road Atlanta Georgia.
4. The villagers enjoyed fairs festivals and good conversation.
5. When the intermission was over the members of the audience moved back to their seats.
6. Andy took the elevator to the third floor rushed into the office and asked to see his father.
7. When he stumbled over your feet William was clumsy not rude.
8. She listened to her favorite record with close careful attention.
9. Jillian who had worked in the dress shop all summer hoped to work there again during the Christmas holidays.
10. Go the first traffic light turn left and then look for a yellow brick building on the north side of the street.
11. After eating the dog's dinner Frisbee ate his own.
12. "Oh no," Max exclaimed "I think that Dr. Holmes was referring to Eliot the novelist not Eliot the poet."
13. Below the fields stretched out in a hundred shades of green.
14. To understand the purpose of the course the student needs to read the syllabus.
15. All students are eligible to receive tickets but must go to the athletic office to pick them up.
16. Thomas Paine's pamphlet appeared in Philadelphia Pennsylvania on January 9 1776.
17. You don't want any more hamburgers do you?

**Quick Guide to Commas**

1. Use commas to separate independent clauses when they are joined by any of these seven coordinating conjunctions: and, but, for, or, nor, so, yet.
2. Use commas after introductory a) clauses, b) phrases, or c) words that come before the main clause.
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.
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.
5. Use commas to separate three or more words, phrases, or clauses written in a series.
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.
7. Use a comma near the end of a sentence to separate contrasted coordinate elements or to indicate a distinct pause or shift.
8. Use commas to set off 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.
9. Use commas to set off all geographical names, items in dates (except the month and day), addresses (except the street number and name), and titles in names.
10. Use a comma to shift between the main discourse and a quotation.
11. Use commas wherever necessary to prevent possible confusion or misreading.