

# Comma Rules ,

## **comma**

a symbol, used in writing to separate parts of a sentence showing a slight pause, or to separate the single things in a list

## 1. Use a comma to separate independent clauses

- You should use a comma before a **coordinating conjunction** (for, and, nor, but, or, yet, so) when it connects two complete ideas (independent clauses).

### fanboys

f(or)a(nd)n(or)b(ut)o(r)y(et)s(o)



*example:*

1. **Mary and I went** to the pet shop, **and she bought** two dogs.
2. **I need to do** my homework, **but I** also have to **wash** the dishes.

- If the second grouping of words isn't a complete thought (-> if you do not have a **subject** and a **verb** in both clauses), do not use a comma.

*example:*

3. **You** could **go** to the gym **and** afterwards to the party.

① Now it is your turn! Insert the commas at the right place.

- Jeffrey lost his keys so he could not get into his house.
- Her best friend freaked out and she was not able to calm her down.
- My boyfriend wants to travel the world but I would rather stay at home.
- I enjoy sitting in the garden and reading.

## 2. Use a comma to set off nonrestrictive clauses

- You should use a comma to enclose clauses which are **not essential** to the meaning of a sentence. These nonessential clauses are called **nonrestrictive**. Clauses which are **essential** are called **restrictive**.

*example:*

1. My brother, **who is a very lazy boy**, watches television all day.



2. The puppy,

a lot.



3. The girl **wh**

my best friend.



② Your turn again! Please insert the commas at the right place.

- The astronaut who first stepped on the moon was Neil Armstrong
- My mum who is the loveliest person I know is angry at the moment.
- The horse which is black is a very furious one.
- The favourite colour of Anton who is my best friend is blue.