



Commas are a type of punctuation mark that are used to separate words, phrases, or clauses within a sentence. Correct comma usage can help clarify the meaning of a sentence and make it easier to read. Here's a study sheet that explains when to place commas in sentences, along with examples to illustrate each rule:

1. Use commas to separate items in a list

Example: My favorite foods are pizza, burgers, and ice cream.

2. Use commas to separate two independent clauses joined by a coordinating conjunction

(and, but, or, nor, for, yet, so)

Example: I want to go to the movies, but I don't have enough money.

3. Use commas to separate introductory phrases or clauses from the main part of the sentence

Example: After the concert, we went out for pizza.

4. Use commas to set off nonessential phrases or clauses (i.e., those that can be removed without changing the meaning of the sentence)

Example: The book, which I read last week, was really good.

5. Use commas to separate adjectives that modify the same noun

Example: She wore a bright, colorful dress.





6. Use commas to separate a city and state or country, a date and year, or a name and title

Example: I was born in San Francisco, California on January 1, 2000.

7. Use commas to indicate direct address (i.e., when you're speaking directly to someone)

Example: Sarah, could you pass the salt please?

8. Use commas to separate a quotation from the rest of the sentence

Example: "To be or not to be," said Hamlet "that is the question."

Remember, these are general guidelines, and there may be other situations in which a comma is needed. When in doubt, consult a style guide or seek advice from a trusted source.