7 Rules for Commas

- **1.** Comma after "yes" or "no" at the beginning of a sentence. Example: Yes, I would like to have a carrot. Example: No, I didn't see you at the soccer game.
- **2.** Comma before or after direct address (speaking *to* someone using their name). Example: Mary, please hand me a pencil. Example: Please watch where you are going, Ben.
- 3. Comma after the greeting and closing of a letter.

Example: Dear Tom,

How are you? I am fine.
Sincerely,
Lynn

- **4.** Comma to separate the day or month from the year. Example: January 10th, 2006. Example: Friday, May 16th.
- **5.** Comma to separate things in a series. Example: I need to buy bread, milk, and butter at the store. Example: My favorite colors are blue, orange, and green.
- **6.** Use commas before and after a quotation in a sentence. Example: "What I really want," said Amir, "is some lemonade."
- **7.** Use a comma after common introductory words in a sentence, like *however*, *clearly*, and *well*. Example: However, we should still investigate the missing painting.

Comma Exercises

Correct each sentence by writing it with commas in the correct places.

- 1. Wolfgang Amadeus Mozart was born on January 27th 1756.
- 2. Sam please hand me the ice cream cone.
- 3. Yes I could help you wash your car
- 4. Dear Mom

I am having fun at camp. Love

Tim

- **5.** Clearly the hamsters need more food and water.
- 6. "I would love to have spaghetti for dinner tonight" said Marie.
- 7. Squirrels chipmunks and deer are all animals that live in the forest.