❜ The Comma ❜

1. Place a comma before a coordinating conjunction linking two complete thoughts.
   i. Coordinating conjunctions
      Use this acronym to remember the conjunctions:
      F A N B O Y S
      For **A**nd **N**or **B**ut **O**r **Y**et **S**o
   ii. Examples:
      1. She gave her dog a new bone**, but** he only barked and growled at it.
      2. The actress was given the lead in the play**, so** she celebrated with her friends.
      3. Rebecca decided to go for a walk**, and** her dog accompanied her.

2. Use a comma to separate three or more items listed in a series.
   i. Examples:
      1. Jack's favorite animals are dogs**,** giraffes**,** and tigers.
      2. Kelly put the car in the garage**,** walked the dog**,** and then took a nap.

3. Place a comma after introductory words, phrases, or clauses that come before an independent clause (complete thought).
   i. Examples:
   ii. *Introductory Words:*
      1. **First,** place the flour in the bowl.
      2. **However,** there needs to be an investigation of the claim.
      3. **In fact,** she decided to go to the library instead of the party.
   iii. *Introductory Phrases* (of four or more words):
      1. **Despite its high rating,** the washing machine broke after a year.
      2. **During the Yankee game,** a fan fell onto the field.
      3. **In addition to liking rock music,** Kate also enjoys listening to hip-hop.
   iv. *Introductory Clauses*
      1. **Although the cat didn't scratch the child,** he still was kept away from children.
      2. **When Jessica went to the concert,** she was given the opportunity to meet the band.

4. Use a comma in between coordinate adjectives
   i. Coordinate adjectives:
      1. words used to describe a person, place, or thing
      2. the order of them can be reversed, and the word 'and' can be inserted between them
   ii. Example:
      1. She is a very intelligent, hardworking, and trustworthy student.

5. DO NOT use a comma in between adjectives whose order you cannot reverse.
   i. Examples:
      1. The **bright red** ball bounced down the hall.
      2. The **seven small** puppies followed their mother.
      3. The **old Greek** statue is being torn down.

6. Use a comma before and after a nonessential word, phrase, or clause.
   i. Nonessential word, phrase, or clause:
      1. Provides extra information about a noun, but can be removed from the sentence without altering the essential meaning of the sentence.
   ii. Examples:
      1. Her attitude**, which is different from her brother's,** will help her to succeed.
      2. The parents decided**, however,** to ground their son.
      3. Mary's sister**, a doctor,** decided to move to California for a change of pace.
      4. There will be a banquet in her honor tonight**, which will begin at 7:00**.
         (You do not need a comma after the nonessential section if it ends a sentence).

7. Use a comma before a quote when a verb precedes it.
   i. Example:
      1. She **explained,** "the ways a person can convey his/her learning of a subject or skill depends on the type of Gardner's Intelligences he or she most identifies with."

8. Use a comma to set off sharply contrasted elements at the end of a sentence.

    i. Examples:

        1. The little boy was laughing**, not crying**.

        2. She is simply thrifty**, not impoverished**.

9. Use a comma to set off "ing"--phrases at the end of a sentence that refer back to the start or middle of the sentence.

    i. Examples:

        1. Brian jogged along the shoreline**, feeling** the waves crash at his feet.

        2. The puppy ran after the toy**, tripping** on its floppy ears.

        3. The baby gazed at his mother**, giggling** joyfully.

10. You may also need to add commas to sentences to clarify meaning.

    i. Example:

        1. On Monday night workers will start a strike.
        Change:

        2. On Monday**,** night workers will start a strike.
        OR

          On Monday night**,** workers will start a strike.