



Name: \_\_\_\_\_

## The Rules for Using the Comma

Did you know that the comma is one of the most frequently used punctuation marks?

The comma will put a pause in your sentence:

*If you would finish eating your lunch, we could play outside.*

The comma separates a list of at least three items:

*I like to play with Jan, Jill, Joe and Brad.*

When using quotations either at the beginning or the end:

*Joe said, "Are you coming to the movie later?"  
"Come to the movies," said Joe.*

The comma allows you to combine 2 ideas into a single sentence. (Subordinate/Dependent Clause)

*While I work on my homework, my friend will play the piano.*

Use a comma after introductory words or phrases.

*Well, I see you finally finished your homework!*

Use a comma to show the relation between a word and a noun phrase that follows. (Apposition)

*My teacher, Mr. Clark, is a great singer!*