

Why Are Commas Important?

- Commas help clarify meaning and improve readability.
- Incorrect comma placement can change the meaning of a sentence.
- Mastering commas improves writing quality and professionalism.

Basic Comma Rules

1. Use commas to separate items in a list.
 2. Use commas after introductory elements.
 3. Use commas to set off nonessential information.
 4. Use commas before conjunctions in compound sentences.
 5. Use commas in direct address and quotations.
 6. Use commas for clarity and to avoid confusion.
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1. Commas in Lists

- Example: "I bought apples, oranges, bananas, and grapes."
- The final comma before "and" (Oxford comma) is optional but recommended for clarity.

2. Commas After Introductory Elements

- Example: "After the meeting, we went out for lunch."
- Example: "Yes, I will be attending."
- Introductory words, phrases, or clauses should be followed by a comma.

3. Commas with Nonessential Information

- Example: "My brother, who lives in New York, is visiting next week."
- Removing the phrase "who lives in New York" does not change the core meaning.
- Nonessential clauses should be set off with commas.

4. Commas in Compound Sentences

- Example: "I wanted to go to the park, but it started to rain."
- Use a comma before coordinating conjunctions (for, and, nor, but, or, yet, so) when joining two independent clauses.

5. Commas in Direct Address & Quotations

- Example: "Lisa, can you help me?"
- Example: "He said, 'I will be there soon.'"
- Use commas when directly addressing someone or introducing a quote.

6. Commas for Clarity

- Example: "Let's eat, Grandma!" vs. "Let's eat Grandma!"
- A missing comma can change the entire meaning of a sentence.

Practice Exercises

Fix the comma errors in the following sentences:

1. "Before we leave let's check the weather."
2. "She wanted to go but she was too tired."
3. "My friend who lives in Toronto is visiting."

Insert commas where necessary:

4. "Although it was raining we went for a walk."
5. "She bought a red blue green and yellow dress."
6. "I met my friend John a talented musician at the concert."

Identify the mistake and correct it:

7. "I love hiking, my brother prefers biking."
8. "No I don't think that's a good idea."
9. "The cake which was delicious was gone in minutes."
10. "She ran to the store but forgot to buy milk."