



NEW ERA
international school



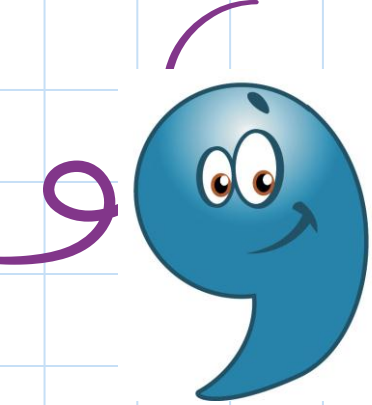
Commas

OBJECTIVES

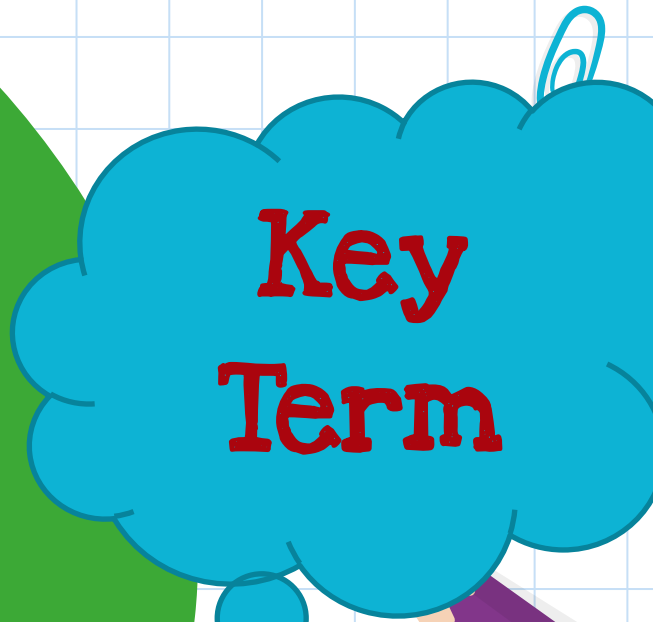


- To gain an understanding of commas
- To demonstrate understanding of the rules applying to comma usage
- To use commas correctly in a sentence





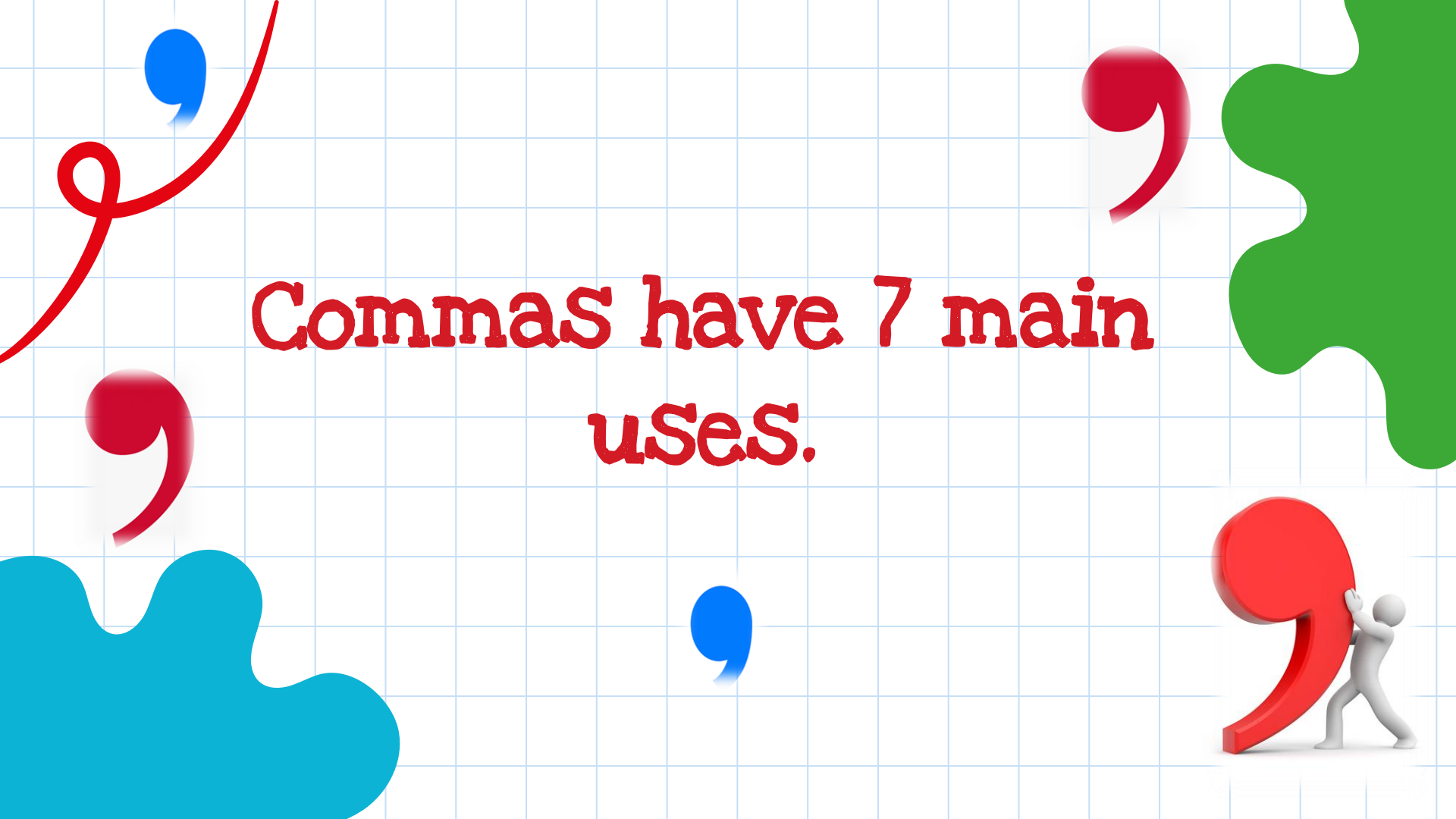
Commas are one of the most commonly used pieces of punctuation and are key in allowing you to express yourself precisely.



**Key
Term**



Commas have 7 main
uses.



»» To separate words or phrases in a list or series.

For example:

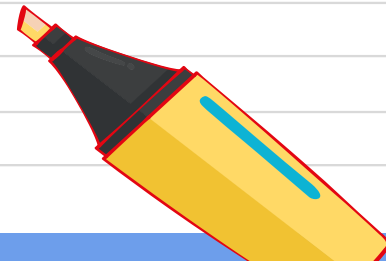
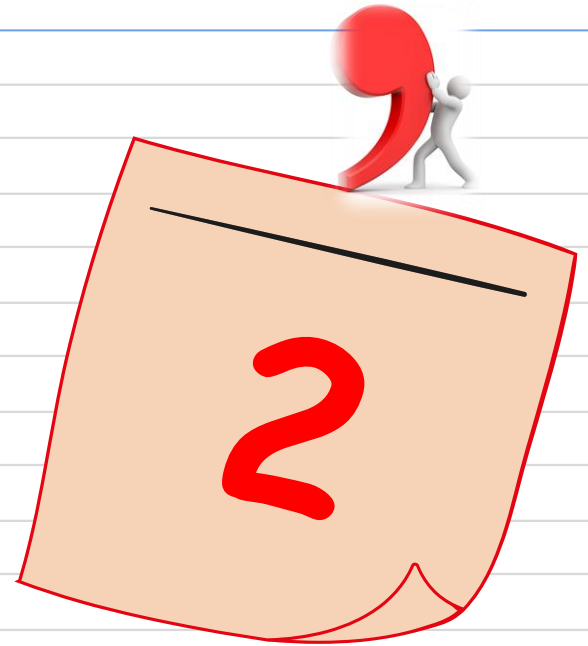
'Polly's bag contained all her favorite things; in it there were coloured pencils, felt tipped pens, a small paintbox with brushes, drawing paper and a notebook for writing down ideas.'



»» To separate the name or title of a person being spoken to from the rest of the sentences.

For example:

'Mummy, I'm feeling very tired and my back hurts,' said Polly.

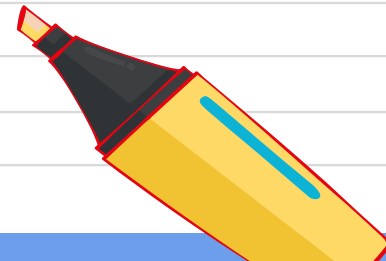
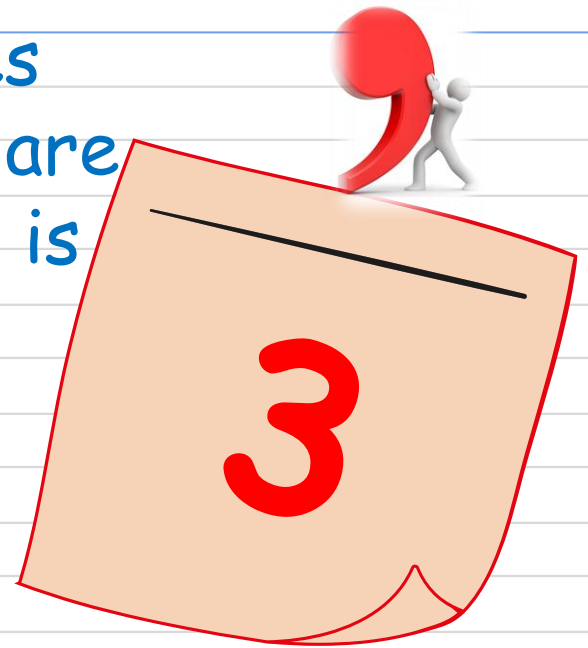


➤➤➤ To mark off words or phrases that follow a noun and which are parallel in meaning to it. This is known as being in apposition.

For example:

'Barbara, Polly's mother, met some of her friends in the park.'

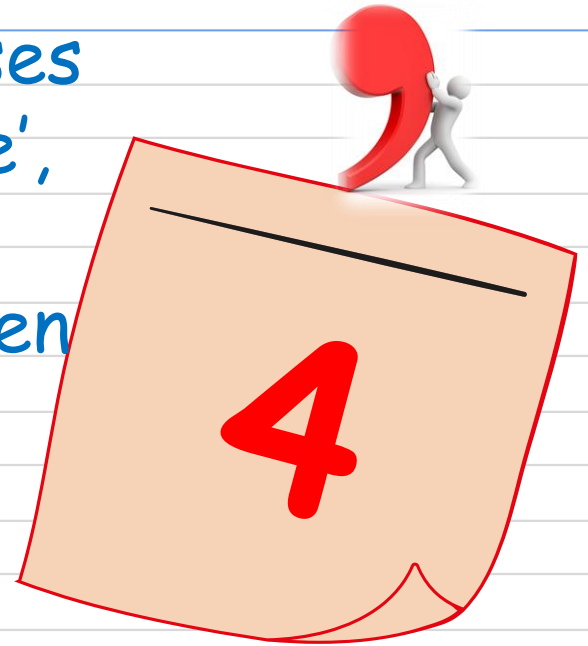
The phrase 'Polly's mother' is in apposition to 'Barbara' as the two are the same person.

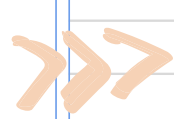


➤➤➤ To separate words and phrases such as 'however', 'therefore', 'by the way', 'nevertheless', 'moreover', etc. that have been added into a sentence.

For example:

'Polly was feeling tired; however, she knew that she had to finish the long walk.'

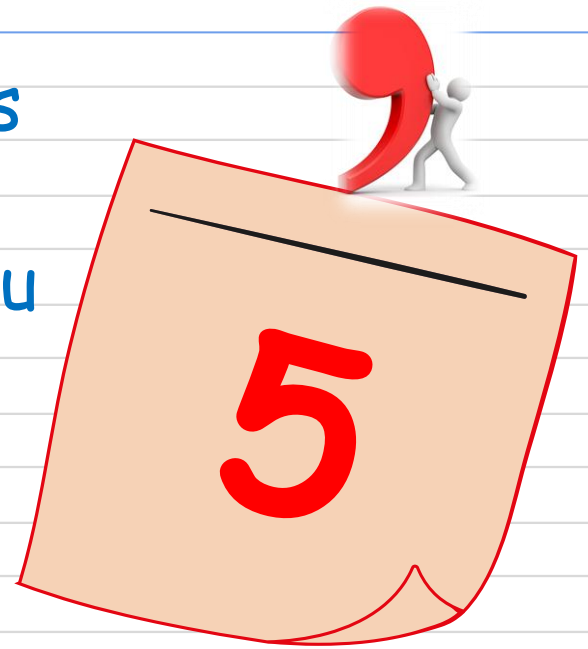




To separate a group of words beginning with a participle when a pause is needed as you read it.

For example:

The teacher, noticing that I was laughing, asked me what the joke was.



➤➤➤ To indicate the beginning of a passage of direct speech.

For example:

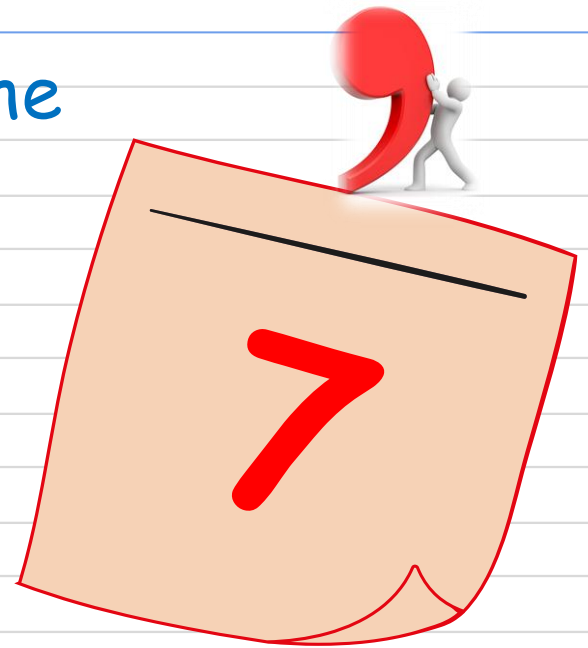
The teacher asked, 'Why are you laughing?'



>>> To break up a sentence into smaller parts to help make the meaning clearer for the reader.

For example:

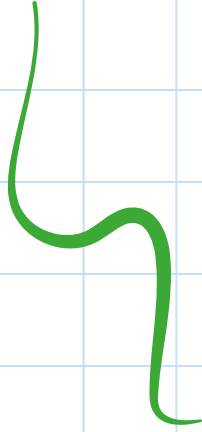
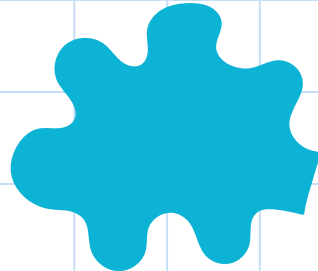
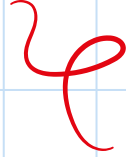
The teacher, worried and upset, burst into the police station, rang the bell for attention and then, when the policeman on duty appeared, reported that his car had been stolen and used for a robbery.



Exercise: Commas

Copy out the following passage and then insert commas where necessary.

Mrs Lee the Headteacher of Springfield Primary School was proud of her school. The students were hard-working punctual well-behaved and interested in their lessons. The classrooms were well-equipped with modern furniture new textbooks computers and interactive whiteboards. Moreover when she walked round on her daily inspection she knew that she would be welcomed into the classrooms by every teacher in the school. Only that morning she had entered the classroom of Mr Miah the Deputy Head. Straightaway all the children stood up and said 'Good morning Mrs Lee we are very pleased to see you.' Mr Miah however appeared to be a little confused by their greeting and Mrs Lee realised that it must have been something they had done without any prompting from him.



**GOOD
LUCK!**

