

Using Commas II

Use a **comma** before *and*, *or*, and *but* when they join simple sentences.

Felicia constructed the model, **and** Paul painted it.

Daniel wants to go to the movies, **but** he has to do his homework.

You can come with us, **or** you can stay home **and** read.

Use a comma after the **salutation** of a friendly letter and **after** the closing of both a friendly letter and a business letter.

Dear Beth,

With love,

Sincerely,

Use a comma to prevent misreading.

Instead of three, **four** o'clock is a better time.

Using Commas I

Commas make sentences easier to understand because they signal a pause or a separation **between** sentence parts.

Use commas to separate **three or more** items in a series.

No one knows whether **Bigfoot** is a man, a myth, or a monster.

Use a comma to show a pause after an introductory word.

No, Bigfoot has never been captured.

Use a comma after two or more prepositional phrases at the beginning of a sentence.

Despite years of searching, no one has gotten close to Bigfoot.

Use commas to set off words that interrupt the **flow of thought** in a sentence.

That doesn't mean, however, that people will stop trying.

Use commas to set off names **used in** direct address.

Bethany, what would you do if you saw Bigfoot?

Practice

A. Correct the sentences below by adding a comma where necessary.

1. Believe it or not scientists frequently find new species of life.
2. Some people like lima beans but Jim can't stand them.
3. I've been to London but I've never seen Manchester.
4. This weekend I have to take my sister to Paris.
5. Does Jaime want juice with supper or would he rather have milk?

B. Directions: Read the paragraph and add any needed commas.

My Friend's Visit

Jenny my best friend from summer camp is coming for a visit this weekend. Although she is from a big city with a lot of exciting things to do I am sure she will enjoy visiting our farm. She will enjoy swimming in our pond riding horses and picking berries for pies. My brother is afraid she will get bored on our farm but I think she will love it here. With all of the things mom and I have planned she won't have time to be bored. I'm afraid she will however be very tired each night. Maybe this visit will be so much fun she will want to come back again next summer.

(9 missing commas)

C. Read through your edited paragraph from last week and try rewriting it with what you have learned today.

On a sunny day a farmer was ploughing the fields and he heard strange noises coming from deep in the fields. He started searching and searching but found nothing until he heard it again. This time he followed it and it got louder. As he got closer he thought it might be a wolf. When he looked it was just his sheep he said to himself what a silly person i am