

# COMMAS

Use a **comma** **before the year** when the month and day are written in a date.

His birth date is January 11, 1909.

The letter is dated March 21, 2001.

June 21, 1969, was a special day for her.

A **comma** is **NOT needed** when only the month and year are written.

December 2001 was a memorable month.

# COMMAS

Use a **comma** between the day of the week and the month of the year when writing a date.

The party is on Saturday, March 15, 2009.

Tuesday, April 1, 2008 was my anniversary.

If you arrive on Monday, May 9, 2007 you will be late for the party.

# COMMAS

Use a **comma** when writing the name of a **city and a state**, or a **city and a country**.

Santa Maria, California

Chicago, Illinois

Boston, Massachusetts

Barcelona, Spain

Paris, France

Tokyo, Japan

# COMMAS

Use a **comma** after the city and after the **state or country** when writing a sentence.

Mary was born in Dallas, Texas, last year.

New York City, New York, is where I live.

Is your favorite city Seattle, Washington, or  
Miami, Florida?

# COMMAS

Use a **comma** after **each item in a series** of three or more items. Use a **comma** **before the word *and*** in the series.

We had eggs , toast , and juice for breakfast.

Jeremy , Tom , Allan , and Fred were all late.

Please pick up the blocks , cars , and crayons.

# COMMAS

Use a **comma** to set off the **quoted words** in a quotation.

"The phone is for you," said Mr. Anderson.

James asked, "Did you win the contest?"

"No," replied Tom.

"That's too bad," said James.

# COMMAS

Use a **comma** to **separate two adjectives** if you do not use the word *and* between them.

Sally's cat is a healthy, happy animal.

Sally's cat is a healthy and happy animal.

The old, dark house was a scary place.

The old and dark house was a scary place.