

# COMMAS

Use a **comma** to set off introductory words or names at the beginning of a sentence.

Well, that was a great dinner!

"Alex, would you please put the cat outside?"

Yes, there are fifty-two states in the USA.

Mr. Mayor, do you plan to run for re-election?

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Use a **comma** before and after interruptions in a sentence. This includes **appositions**.

Edgar, the butcher, worked six days a week.

The rollercoaster, I think, is the scariest ride.

Will you, Jennifer, be able to finish on time?

His grandfather, Robert Bell, was 90 years old.

# COMMAS

Use a **comma** after the greeting in a friendly letter and **after the closing** in any letter.

May 8, 2008

Dear Alice,

I had a great time at your house on Saturday. I hope we can do it again some time soon.

Yours truly,

Mary

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Use a **comma** to **separate two clauses** joined by the conjunctions *and, or, but, for, nor*.

I went to bed, **but** my sister stayed up.

The clock struck twelve, **and** the coach turned into a pumpkin.