

## **Comma checklist**

- 1. Use a comma before the conjunction (for, and, nor, but, or, yet, & so) in a compound sentence (two independent sentences that can stand alone).**
  - a. Nick photographed the football game, and he sold his pictures to the newspaper.
- 2. Use a comma after every item in a series except the last.**
  - a. Jake, Amy, and Caylee rode their bikes to school in the rain.
- 3. If you can use “and” between two or more adjectives that precede (before) a noun, and if you can reverse the order of the adjectives without changing the meaning, use a comma after each adjective except the last one.**
  - a. The crowded, narrow path is a long one.
- 4. Use commas after the adverbs first, second, third, and so on, when these adverbs introduce items in a series.**
  - a. There are three rules of bicycle safety: first, keep your bike repaired; second, wear a helmet; third, follow the rules of the road.
- 5. Use a comma to separate an introductory word, phrase, or clause from the rest of the sentence.**
  - a. Nervously, I played in the soccer game until I scored a goal.
- 6. Use commas to set off interrupters.**
  - a. I didn’t expect, however, to score the winning goal.
- 7. Use commas to set off nouns of direct address.**
  - a. Yes, Tierra, you may turn in your assignment tomorrow.
  - b. Wyatt, you may turn in your assignment tomorrow.
- 8. Use commas to set off most appositives (An appositive is a word or group of words used directly after another word to explain it).**
  - a. Lynn Archibald, principal, has served at South Cache for four years.
- 9. When an appositive is necessary for understanding the meaning of a sentence, it is not set off with commas.**
  - a. The principal Lynn Archibald has served at South Cache for four years.
- 10. Use commas to set off the explanatory words of a direct quotation.**
  - a. Haylie said, “After English is lunch.”
- 11. When you rephrase the words of a speaker or writer, you are using indirect quotation. You do NOT need to set these words off with commas.**
  - a. Weston said that after English class is lunch.

**12. When you are writing dates, place a comma after the day of the month.**

- a. October 12, 2011
- b. December 7, 1941

**13. When referring to a geographical location, place a comma between the name of the town or city and the name of the state, district, or country.**

- a. Hyrum, Utah
- b. Idaho Falls, Idaho

**14. When a postal address is used in a sentence, place a comma after each part of the address.**

- a. Garrett lives at 543 W. Rio Drive, Wellsville, Utah 84319, when he isn't in California.

**15. Use a comma after the greeting of a friendly letter and after the closing of a friendly or business letter.**

- a. Dear Anna,
- b. Sincerely yours,