

More Comma Uses

Reteaching

Use **commas** to set off the explanatory words of a direct quotation, such as *she* said.

“Tell me more,” she said, “about Native American tribes.”

Use a **comma** before the coordinating conjunction that joins the two independent clauses of a compound sentence.

Columbus thought he had reached the Indies, and he called the native people he met here *Indians*.

Use a **comma** to separate words or phrases that might be mistakenly joined when they are read.

While hunting, Indians crossed the Bering Strait into North America.

Use **commas** to indicate the words left out of a parallel word group, or word groups that repeat the same structure.

The Cree lived in bark tepees; the Chippewa, in domed lodges.

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

Use a **comma** between the day of the month and the year (and after the year in a sentence); between the name of a city or town and state, province, or country, and after the state, province, or country; between a personal name and an abbreviation that follows it and after the abbreviation in a sentence; and after each item of an address (but not before or after the ZIP code). Use a **comma** after every third digit from the right in numbers of more than three digits. ZIP codes, phone numbers, years, and house numbers are exceptions to this rule.

Finally, use **commas** to avoid confusion before the conjunction *but* or *for* when it may be mistaken for a preposition; after an introductory adverb that could be mistaken for a preposition; to separate a short introductory verbal phrase from the noun that follows it; and to separate repeated words.

Using Commas Correctly

Insert commas where necessary in the following sentences.

1. Dear Uncle Simon

I am wrapping up a history project this year about Native-American tribes yet I still need some information. Can you tell me anything about the tribes that lived in your area of the country?

Your nephew

2. Linda asked “How were the Indians able to cross the Bering Strait?”

3. Some experts believe the Indians settled in the Americas about 35000 years ago.

4. On February 18 1999 Dr. Calderon gave a lecture about the history of Native Americans in New Mexico.

5. Dr. Daniel Calderon Jr. returned recently to Albuquerque New Mexico where he had grown up.

6. The Plains tribes ate a great deal of meat but the tribes who lived on the coasts enjoyed a diet of fish and seafood.

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More Practice

A. Using Commas Correctly

Add commas where necessary in the following sentences.

1. The tornado ripped through the city yet no one was injured.
2. I gave Nicole the money and she gave me the ticket for the performance.
3. "Today" said Police Chief White "is a great day for the police academy."
4. The Battle of Gettysburg was fought from July 1 through July 3 1863 outside Gettysburg Pennsylvania.
5. "Knowledge may give weight but accomplishments give luster" wrote Lord Chesterfield "and many more people see than weigh."
6. On the spaghetti sauce and cheese were heaped.
7. The house at 35 Beale Street Brookline Massachusetts is John F. Kennedy's birthplace.
8. Betty Hoskins Ph.D. conducts nutrition research for Snacks Unlimited Inc.
9. The interior temperature of a star can be as high as 1100000 degrees C.
10. Katerina won a gold medal; Debi a bronze.
11. Maria asked for she was the only one who spoke Greek.
12. Was Martin Luther King Jr. assassinated in July 1968?
13. Before we lived at 12436 South Princeton Street.
14. Dear Joe Enclosed is the catalog I was telling you about. Your friend Diego
15. The information operator for ZIP code 02114 received 5200 calls last month.

B. Using the Comma in Paragraphs

Add commas where they are necessary in the following paragraphs.

On February 14 1994 I bought my first antique marble. Now I'm an avid collector. Anyone who likes collecting marbles should consider joining the Marble Collectors Society of America. There are about 3000 members. With your membership you receive a set of pictures illustrating 380 different marbles a newsletter that tells of auctions and marble fairs and a pricing guide. The Marble Collectors Society has set up good exhibits of marbles at the Corning Glass Museum in Corning New York; and the Smithsonian Institution in Washington D.C.

The prices of marbles have gone up dramatically in the last several years. In 1978 sulphides those with figures or portraits inside sold for \$50 to \$110. Now they go for \$300 to \$2000. To buyers high prices bring frowns; low prices smiles. Antique marble collecting is enjoyable and it can also be profitable.

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Application

A. Proofreading for Comma Usage

Insert this proofreading symbol \wedge to add commas where they are needed. Use this proofreading symbol for deletion \swarrow , and cross out any commas that are not necessary.

The Pony Express was a mail-delivery service, that operated between St. Joseph Missouri and Sacramento California. It began its first run on April 3 1860. Its relays of men riding ponies carried letters, across a trail 1966 miles (3164 kilometers) long.

It usually took the Pony Express about ten days to make the run between St. Joseph and Sacramento. The fastest run occurred in March, 1861. A copy of an address to Congress by Abraham Lincoln President of the United States was delivered in seven and one-half days.

The transcontinental telegraph, opened on October 24 1861. In short delivery by the Pony Express was no longer the fastest means of communicating with the West. The Pony Express closed two days later. Its investors lost over \$100000.

These days there are many successors to the Pony Express and the telegraph. The U.S. Postal Service and several private companies offer "fast-mail" deliveries. For example, a letter or package sent late in the afternoon of one day from Atlanta Georgia may be delivered to an address in Seattle Washington the next morning; or to an address overseas the morning after that. Radio TV the telephone and the computer of course are even more impressive. From one place to another anywhere on the earth they can communicate information instantaneously.

B. Writing with Commas

As you know, bands travel all over the country to give concerts in many cities. Write an imaginary conversation between members of a musical group, discussing their upcoming national tour. Include the names of cities, dates, and numbers above 999. Also include at least one compound sentence. Be sure that you use commas to avoid any reader confusion about your intended meaning. Remember to use commas correctly in direct quotations. Use a separate piece of paper if necessary.
