

Indiana Tech Writing Center – Commas Worksheet

Here are some general guidelines and rules to help you become familiar with, confident, and comfortable using commas.

- **After introduction words**—You will typically use a comma whenever you use an introducing word or statement. This could vary from one word to multiple.

Examples: 1. *Moreover*, the bank won't open until this afternoon. 2. *In fact*, I don't even own a television set. 3. *As far as I know*, the theater isn't open on Christmas.

- **FANBOYS**—Fanboys is an acronym for the conjunctions *For, And, Nor, But, Or, Yet, So*. Commas go before these words whenever you combine two independent clauses (two different thoughts).

Examples: 1. It was warm *outside*, *but* it rained all day. 2. It is cold *outside*, *so* I will bring an extra jacket. 3. They beat me *up*, *yet* I didn't fight back.

- **List of Three or More/Oxford Comma**—You will put commas to separate each item/word in a list of three or more. Some teachers and instructors like to use the oxford comma which means that a comma will be used between “and” and the last word in the list. Either with or without is fine.

Examples: 1. We need to go to the store to pick up *eggs, milk, bread, and cheese* (Oxford way). 2. I like the colors of *green, red, blue and yellow* (regular way).

- **Before Adjectives**—When you describe a noun, you need separate two or more adjectives (describing words) with commas. This one is fairly simple.

Example: The *heavy, moldy, rough pipe* was installed under the ground.

- **Add-ins**—These are little extra statements that can be taken out without losing the original sentence. They give a little background to what you talking about. It's best described with an example.

Examples: 1. My math teacher, *who is also a writer*, doesn't teach well. 2. This book, *which was written over a hundred years ago*, won three literary awards. 3. The table, *which has dents and scratches*, belonged to my great grandmother.

- **Concerning quotations**—You will use quoted material and will typically end them with a comma or a period. These go inside the quotation marks.

Examples: 1. "I need to go to the *store*," Cathy said. 2. "It's too late to go *tonight*," Jim responded. 3. The public announcement commanded us to "stop."

Works Cited

"Commas." Writingcenter.unc.edu, The University of North Carolina at Chapel Hill, writingcenter.unc.edu/tips-and-tools/commas/.

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