

commas

A **comma** is a punctuation mark that separates parts of a sentence.

Use a comma before *and, but, or, for, nor, so, yet* when they join two complete sentences.

We wanted to go to the cinema, but it was shut.

Joe couldn't do his homework, so he asked his sister for help.

Use commas to separate three or more words or phrases in a list.

Max put on his hat, his gloves, his coat and his scarf.

Max went upstairs, brushed his teeth, got into bed and put out the light.

When you do this, you do not put a comma before *and*.

Use a pair of commas around any information or comment that is not essential to the meaning of your sentence. You can test for this by leaving it out of the sentence and seeing if the sentence still makes sense.

Ben found our cat in his cellar.

Ben, captain of the local football team, found our cat in his cellar.

Use a comma to separate the words from the speaker when you are writing direct speech.

'I'm going to make a chocolate cake today,' said Mum.

Fay replied, 'What a good idea.'

Use commas to separate dates and the different parts of addresses.

He died on 13 January, 1999.

Carpets can be ordered from Floorstuffs, 44 Bridgeman Road, Buttleford.