

Commas After Introductory Elements

You can write answers on handout.

22i. Use commas after certain introductory elements.

(1) Use a comma to set off a mild exclamation, such as *well*, *oh*, or *why*, at the beginning of a sentence. Other introductory words such as *yes* and *no* are also set off with commas.

EXAMPLES *No*, I'm not busy tonight.

Well, let's ask Su Ling to come along.

(2) Use a comma after an introductory participial phrase.

EXAMPLE *Jogging along her usual path*, Eloise was caught by surprise.

(3) Use a comma after two or more introductory prepositional phrases or after a long one.

EXAMPLE *At the side of the road*, she came upon a furry creature.

(4) Use a comma after an introductory adverb clause.

EXAMPLE *Whenever I go to the bank*, I stop at my aunt's office.

EXERCISE A Add commas where necessary in the following sentences.

Example 1. Before we go to the park, let's have a snack.

1. Lying on the ground Roberto admired the clouds in the sky.
2. In the corner of the room Julie found her lost earring.
3. Why I have always appreciated a good joke!
4. Even though Cynthia and Leslie were late they didn't miss the beginning of the play.
5. Toward the back of the closet Nancy noticed a bright, shiny object.

EXERCISE B Underline the introductory element in each of the following sentences. Then, add commas where necessary.

Example 1. During the course of this project, we will see many interesting things.

6. Yes I know that Alexa Canady is a neurosurgeon.
7. At the age of twenty-six she became a neurosurgeon.
8. Why what an incredible accomplishment!
9. In her junior year of college she decided to become a doctor.
10. Oh when did she decide on her specialty?
11. According to a recent interview that happened a few years later.
12. Planning her career Dr. Canady was sure she wanted to work with children.
13. Well isn't the branch of medicine dealing with children called *pediatrics*?
14. Yes she is a pediatric neurosurgeon.
15. After she set her goals Alexa Canady was determined to succeed.

Commas with Interrupters

22j. Use commas to set off elements that interrupt the sentence.

(1) Nonessential appositives and nonessential appositive phrases should be set off with commas.

EXAMPLE Dr. Okimo, **the new P.T.A. president,** asked parents to become active.

(2) Words used in direct address are set off by commas.

EXAMPLE **Greta,** please hang up your jacket.

(3) Parenthetical expressions (side remarks that add information or relate ideas) are set off by commas.

EXAMPLE Paulie, **on the other hand,** wanted to lead the parade.

EXERCISE A Add commas where they are needed in the following sentences.

Example 1. Your dinner, Alexandra, is getting cold.

1. The cheerleading squad not the football players will greet the visitors.
2. To tell the truth we didn't expect them until next week.
3. Althea will you introduce the speakers?
4. The new uniforms I believe will be arriving soon.
5. Please take charge of the distribution Eugene.
6. To be perfectly honest I did not like that movie at all.
7. Do you think Ted that the package will arrive today?
8. Our neighbors the Blanchards have just built a deck.
9. Nevertheless we still intend to go to the mountains this weekend.
10. I need to know by tomorrow whether you are coming to the concert Judy.

EXERCISE B Underline the appositive phrases in the following sentences, and add commas where necessary.

Example 1. We looked forward to visiting Belgium, the next stop on our tour.

11. Belgium a small country in Europe has two official languages.
12. Dutch a Germanic language is spoken by those in the northern part of Belgium.
13. The people in the southern part the Walloons speak French.
14. Some signs in Brussels the capital city are in both languages.
15. Many Belgians even the children learn more than one language.

Conventional Uses of Commas

22k. Use commas in certain conventional situations.

(1) Use commas to separate items in dates and addresses.

EXAMPLES Aunt Virginia was born on June 15, 1943, in France.

(2) Use a comma after the salutation of a friendly letter and after the closing of any letter.

EXAMPLES Dear Magdalena, Sincerely yours,

(3) Use commas to set off abbreviations such as *Jr.*, *Sr.*, or *M.D.* when they follow persons' names.

EXAMPLES Is Alex M. Jorgensen, Jr., here?

EXERCISE A Add commas where needed in the following letter.

Example June 5, 2001

Dear Uncle Roy

My, what an eventful month our family is having! We have good news and bad news. The good news is that Mom is now Jessie C. Hilton Ph.D. The bad news is that we're moving, for she has a new job in Kentucky. Our house is for sale now. We think it will sell quickly because the location at 1706 Madison Avenue Ames Iowa is near the schools. Our new address will be 552 Larchmont Road Louisville KY 40232. We will be in Kentucky as of July 10 2001 so please write to us there.

Your nephew

Harold

EXERCISE B Add commas where necessary in each of the following sentences.

Example 1. Composer Ludwig Van Beethoven was born on December 16, 1770, in Germany.

1. The company moved its offices to Seattle Washington.
2. Uncle Leo moved to the United States on July 4 1948.
3. We learned that David Feldman Ph.D. became the company president.
4. Their first son was named Marc Divine Jr.
5. Next summer, we will visit our grandparents in Lincoln Nebraska.
6. We moved into our new home on February 23 2000.
7. The lecture on wildlife was given by Marvin Goosner Ph.D.
8. Scott McIntosh M.D. will visit our school next week.
9. These souvenirs are from Biloxi Mississippi.
10. The couple celebrated their first anniversary on June 14 1999.

Comma Review

- 22f.** Use commas to separate items in a series.
- 22g.** Use a comma before *and*, *but*, *for*, *nor*, *or*, *so*, or *yet* when it joins independent clauses.
- 22h.** Use commas to set off nonessential subordinate clauses and nonessential participial phrases.
- 22i.** Use commas after certain introductory elements.
- 22j.** Use commas to set off elements that interrupt the sentence.

EXAMPLES Our collection includes pop, mariachi, rhythm and blues, and hip-hop music.
 Bill bathed the dog, and the cat hid under the bed.
 Tim, hoping to make the swim team, practiced every day.
 If you see smoke, you know there is a fire.
 Harrison Ford, my favorite actor, stars in that new movie.

EXERCISE A Add commas where they are needed in the following sentences.

Example 1. We packed jackets, a tent, cooking gear, and our food.

1. For our garden, Rob pulled weeds Gabbi planted vegetables and I added mulch.
2. The main agenda items which are listed on the chalkboard will be covered first.
3. In case you were wondering Christa will be reading the part of Juliet.
4. Ports for a modem video and sound cards and a printer are found on most computers.
5. Wow our relay team is good but would you look at the way they are running now!
6. The weather for the final day of the golf tournament was breezy mild and beautiful.
7. Should we distribute the ballots or would you prefer that we wait a little longer?
8. Gathering the bundles of magazines Ben and I prepared to visit the nursing home.
9. Neither the small black foreign sports car nor the oversized blue van was ours.
10. By the end of the year our new company Equipment Rentals expects business to double.

EXERCISE B Add or delete commas as necessary in the following sentences.

Example 1. When Tom and Blanca reached the top of the hill, they witnessed a beautiful sunset.

11. Searching for a new house packing our belongings and cleaning the house took a lot of time.
12. Our guide dogs carefully trained over a period of several months were ready to be placed.
13. Those two cowboys whose saddles look new have worked at the ranch for many years.
14. Over the cupboard, in the corner of the kitchen you'll find the picnic basket.
15. The students who were receiving awards, were told to come half an hour early.