

## Comma Review

Here are some times when you will need commas:

1. When two complete thoughts are joined by a coordinate conjunction—fanboys.

S V ,for S V.

,and

,nor

The dog bit the mailman, but the dog was not rabid.

,or

,yet

The dog was rabid, so it was put down.

2. Items in a series—the series can be words, phrases, or clauses.

\_\_\_\_\_ 1 \_\_\_\_\_, \_\_\_\_\_ 2 \_\_\_\_\_, \_\_\_\_\_ 3 \_\_\_\_\_, and \_\_\_\_\_ 4 \_\_\_\_\_

Learning to swim, working two jobs, and going to De Anza keep me busy.

Because global warming threatens the environment, because political corruption threatens the union, because economic uncertainty threatens national prosperity, we live in frightening times.

Dogs, cats, pigs, and rabbits make satisfying pets.

3. Introductory phrases and clauses—

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\_\_\_\_\_, S V.

Before my 21<sup>st</sup> birthday, I was naive.  
When I turned 21, my girlfriend left me.

4. Appositive phrases—

Wallis Leslie, a fascinating teacher, offers Introduction to Drama, ELIT 11, this spring.

This spring, Introduction to Drama, ELIT 11, will be taught by Wallis Leslie, a fascinating teacher.

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Try putting a comma in the Find Box of your computer by typing Control F on a PC or Apple F on an Apple computer. That way you can check every time you used a comma in your paper easily.

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Perhaps you will find some comma splices. That is a mistake that happens when you try to join two complete thoughts with only a comma.

S V, S V.

How do you fix a comma splice?

- use a semi-colon instead
- use a period instead
- add a coordinate conjunction after the comma (fanboys)
- turn one of the complete thoughts into an incomplete thought by beginning it with a subordinate conjunction (when, if, since, because, as, although, while, even though, whereas...)

Students can now switch papers and see if they can find any places that need commas or that need to have commas removed or that need comma splices repaired.

After the students have checked each other's papers and discussed possible repairs, if they still have questions, they should see tutors individually.