

## Basic Rules for Comma Use

Rule	Example
<p>1) To separate words, phrases, or clauses in a series (group of 3 or more).</p> <p>Note: Do <b>NOT</b> use a comma if there are only 2 items.</p>	<p>Everyone eats, drinks, dances and has a good time at a party.</p> <p>The bride, groom, and their guests play traditional games.</p> <p>They paint pictures on walls and doors.</p> <p>They eat moose and bison every Friday.</p>
<p>2) To separate the parts of dates and addresses, <b>except</b> before postal codes.</p>	<p>They lived at 17 Southview Crescent, Ottawa, Ontario K2E 5R4. They left there on September 18, 2006.</p>
<p>3) After most time order expressions.</p>	<p>First, go down the hall.</p> <p>Next, turn left into the room.</p> <p>Then sit down.</p> <p>After that, get out your books.</p> <p>Finally, the class will begin.</p> <p>After the class is over, there is a party.</p>
<p>4) Before the coordinating conjunction in a compound sentence (that is, to separate the first simple sentence from the second simple sentence when the two are joined by one of these words: <i>and, but, so, or, nor, for, yet</i>)</p>	<p>He is dressed in fancy clothes, and wears special shoes.</p> <p>At first the class was boring, but it became exciting when the movie started.</p> <p>They usually study at home, or sometimes they study at the library.</p>