

GRAMMAR

Part Two: Punctuation

Commas in Sentence Parts

- In a series of three or more, use a comma after every item in the series except the last one.
 - *The grow beans, peas, and squash in their garden*
- Use a comma after **first, second, and so on** when they introduce a series.
 - *Follow these steps when preparing your garden: first, turn the soil over; second, break it up; and third, plant the seeds.*
- Use a comma between two or more adjectives of equal rank that modify the same noun
 - *I hope to make healthy, nutritious meals from my garden vegetables.*

Commas in Sentence Parts

- Use a comma after introductory words such as *oh, yes, no, and well.*
- Use a comma after an introductory prepositional phrase.
 - Prepositions describe relationships with other words in the sentence.



Commas in Sentence Parts

- Use commas to set off one or more words that interrupt the flow of thought in a sentence.
 - *Tending the garden, I believe, improves my mental health.*
- Use commas to set off nouns of direct address.
 - *Doug, go pick some tomatoes for a salad.*
- Use commas to set off nonessential appositives.
 - *My youngest sister, Amy, helps me week my garden.*

Commas in Sentence Parts

Yes it's true. I have decided to become a vegetarian. Why have I made this decision? First I think that eating meat is not healthy for me. Second I object to the amount of the earth's resources that are required to produce meats as opposed to vegetables. Third I object to eating meat on moral grounds. I don't eat beef pork poultry or seafood. For example I won't even eat crab salad. When I am at a party I always check to see what the ingredients in the food are. I follow a clear easy-to-understand rule: if it can look back at me I don't eat it. When I sit down at my favorite restaurant the Square Meal I can be sure that the food that comes my way is nonmeat healthful and delicious.

Commas and Coordinating Conjunctions

Coordinating conjunctions connect **words**, **phrases**, and **clauses**.

Use the term **FANBOYS** to help you remember the first letter of some common coordinating conjunctions.

Common Coordinating Conjunctions (FANBOYS)						
for	and	nor	but	or	yet	so

Use a Comma to Connect Independent Clauses with "and" and "or"

Sometimes "and" and "or" are used to combine two **independent clauses** into a single sentence.

Independent clauses are complete thoughts that can stand alone as a sentence.

Compound Subjects	Compound Verbs
No Comma Mike or I may be late tomorrow. Subject	No Comma I can't tell if Jane washed or cut her hair. Verb Verb
Compound Objects	Combining Complete Thoughts
No Comma Helen will buy fries or a milkshake . Object Object	Comma I'll buy a cake, or Ann will get muffins. Complete Thought Complete Thought

Identifying Coordinating Conjunctions ("FANBOYS"): *and*

Coordinating conjunctions (a.k.a. FANBOYS) join two complete thoughts into one sentence.

Luke will wash your car	, and	I will find you the perfect air freshener.
Complete Thought	FANBOYS	Complete Thought

FANBOYS go between the two complete thoughts and are preceded by a comma.

Liam wants to get ice cream, **but** I'm in the mood for salad.

Either the barber will trim my hair, **or** my cousin will have to.

Steven didn't bring any chocolate chips, **so** I will need to go to the store after school.

Use the term **FANBOYS** to help you remember the first letter of some common coordinating conjunctions.

Common Coordinating Conjunctions (FANBOYS)						
for	and	nor	but	or	yet	so

PRACTICE!

Commas and Subordinating Conjunctions

Some sentences are *complex*. Such sentences have *two* clauses, one **main** [or *independent*] and one **subordinate** [or *dependent*].

The essential ingredient in a complex sentence is the subordinate conjunction:

Use the term **SWABI** to help you remember the first letter of some common subordinating conjunctions.

Common Subordinating Conjunctions (SWABI)				
since	when	after	because	if

Commas and Subordinating Conjunctions

The subordinate conjunction has two jobs. First, it provides a necessary transition between the two ideas in the sentence. This transition will indicate a *time, place, or cause and effect* relationship.

Louisa will wash the sink full of her dirty dishes **once** her roommate Shane cleans his stubble and globs of shaving cream from the bathroom sink.

Because her teeth were chattering in fear, Lynda clenched her jaw muscle while waiting for her turn to audition.

Commas and Subordinating Conjunctions

The second job of the subordinate conjunction is to reduce the importance of one clause so that a reader understands which of the two ideas is more important. The more important idea belongs in the main clause, the less important in the clause introduced by the subordinate conjunction.

As Samson blew out the birthday candles atop the cake, he burned the tip of his nose on a stubborn flame.

Burning his nose > blowing out candles.

Identifying Subordinating Conjunctions ("SWABIs"): *since*

Subordinating conjunctions (a.k.a. SWABIs) join two complete thoughts into one sentence.

My neighbor lent me his PlayStation **since** I helped him mow his lawn.
Complete Thought SWABI Complete Thought

SWABIs can be found at the beginning or in the middle of a sentence.

Gloria jumped up and down on the bed **after** she ate ten sugar cubes.

Because he overslept, Randy missed the bus this morning.

When the rain stops, we can go play handball in the park.

Punctuate a complex sentence correctly.

Complex sentences follow two common patterns:

MAIN CLAUSE + Ø + **SUBORDINATE CLAUSE**.

Nicky shook her head and sighed Ø *as she puzzled over the algebra problem.*

SUBORDINATE CLAUSE + , + **MAIN CLAUSE**.

When the doorbell rang, Nicky slammed shut her textbook and rose to pay for her pizza.

PRACTICE!

Commas and Conjunctive Adverbs

Conjunctions have one job, to *connect*. They join words, **phrases**, or **clauses** together to clarify what the writer is saying. Their presence provides smooth transitions from one idea to another.

When the job of an **adverb** is to connect ideas, we call it a *conjunctive adverb*.

Conjunctive Adverbs		
accordingly	however	nonetheless
also	indeed	otherwise
besides	instead	similarly
consequently	likewise	still
conversely	meanwhile	subsequently
finally	moreover	then
furthermore	nevertheless	therefore
hence	next	thus

Commas and Conjunctive Adverbs

A conjunctive adverb can join two **main clauses**. In this situation, the conjunctive adverb behaves like a **coordinating conjunction**, connecting two complete ideas. Notice, however, that you need a **semicolon**, not a comma, to connect the two clauses:

Main Clause + ; + Conjunctive Adverb + , + **Main Clause**.

Identifying Conjunctive Adverbs ("THAMOs"): *meanwhile*

Conjunctive adverbs are special adverbs that show the relationship between two complete thoughts.

Benjamin painted the fence; **meanwhile**, I made lemonade.
Complete Thought THAMO Complete Thought

They can be found at the **front**, **middle**, or **back** of a complete thought.

Benjamin was very thirsty; I, **therefore**, made lemonade.
Middle THAMO

Michael wants to go to Disneyland; tickets are sold out today, **however**.
Back THAMO

Alex needs to finish frosting the cake; **otherwise**, he'll miss the party.
Front THAMO

Use the term **THAMO** to help you remember the first letter of some common conjunctive adverbs.

Common Conjunctive Adverbs (THAMOs)

therefore	however	also	meanwhile	otherwise
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PRACTICE!

Using Commas with Restrictive Clauses: *that*

If a clause starts with **that**, **do not** put commas around it.

That introduces clauses and lets us know that **part**, but not all, is being described.

The jewels **that** cost a lot of money were stolen from the safe.
No Comma only some of the jewels cost a lot of money No Comma

My cat **that** has green eyes purrs when I rub its belly.
No Comma this is one of many cats No Comma

I packed a sandwich **that** is topped with peanut butter and pickles.
No Comma this is one of many types of sandwiches I could have packed

When commas **do not** surround a clause, that clause is called "restrictive." This means that that clause **limits** or **restricts** the noun(s) it describes, telling us "which one(s)."

When a clause starts with **which**, surround the clause with commas. These clauses are called "non-restrictive."

The jewels, **which** cost a lot of money, were stolen from the safe.
Comma all the jewels cost a lot of money Comma

PRACTICE!