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.
 - $\circ\,$ 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

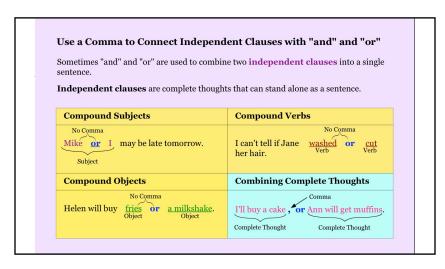
Yes it's true. I have decided to become a vegetarian. Why have I made this decision? First I think that eating meat is not healthy for me. Second I object to the amount of the earth's resources that are required to produce meats as opposed to vegetables. Third I object to eating meat on moral grounds. 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.

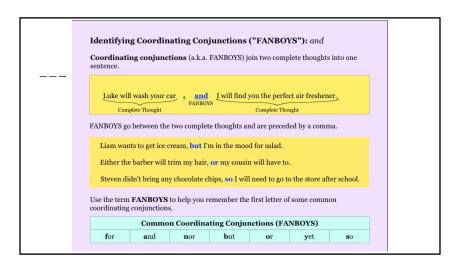
Commas and Coordinating Conjunctions

Coordinating conjunctions connect words, phrases, and clauses.

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

	Commo	n Coordina	iting Conjur	nctions (FA	NBOYS)	
for	and	nor	b ut	or	y et	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 Suboro	dinating Conjun	ctions (SWABI)	
since	when	a fter	because	i f

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 Complete Thought SWABI SWABI 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 \varnothing 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.

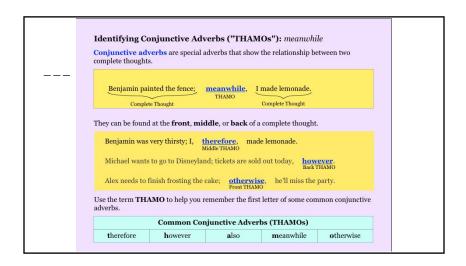
When the job of an **adverb** is to connect ideas, we call it a conjunctive adverb.

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.





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.

No Comma

No Comma

The jewels that cost a lot of money were stolen from the safe.
only some of the jewels cost a lot of money

No Comma

My cat that has green eves purrs when I rub its belly.

No Comma

I packed a sandwich that is topped with peanut butter and pickles.
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 commas were stolen from the safe.

PRACTICE!