



THE COMMA I

Use a comma after every item in a series except the last. The items in a series may be single words, or phrases, or clauses.

Words: Turtles, frogs, and dragonflies live by the pond.

Phrases: Ann unpacked the van, locked it, and carried the boxes inside.

Clauses: The professor explained what a recession is, why it happens, and how the economy can recover from it.

Use commas after the adverbs *first, second, third, and so on*, when these adverbs introduce a series of parallel items.

This is how we got publicity: first, we put up posters; second, we called the newspapers; third, we notified the radio stations.

When two or more adjectives come before a noun, use a comma after each adjective except the last one.

Larry chose a small, safe, and economical moped.

Use commas correctly. Add commas to these sentences wherever they are needed.

1. First list the misspelled words; second write the correct spelling beside them; third memorize the correct spelling.
2. Ron's arms legs and face were scratched from the bushes.
3. Connie hit the ball dropped the bat and ran toward first.
4. The humid weather made the floors furniture and rugs feel damp.
5. There were decorations books toys and clothes in the Christmas package.
6. The club sold raffle tickets held a bake sale and produced a musical.
7. The old trunk contained clothes letters jewelry and pictures.
8. We can sell refreshments before the show during intermission and between acts.
9. A small child caught the Frisbee twirled it around and threw it back to us.
10. Old rusty convertibles were parked next to new shiny compacts.
11. Red orange and brown leaves covered the trees in the fall.
12. First clear the lawn of stones; second cut the weeds; last mow the lawn.
13. The tackle box contained lures hooks weights and extra line.
14. The bush hat has a three-inch brim a deep crown and a mosquito net.
15. Sneezing coughing and shivering fans huddled together in the bleachers.
16. The tired hungry searchers refused to give up.
17. The doctor the nurses and the social worker discussed the case.
18. The spacious modern zoo building is for the large apes.