



NAME _____ DATE _____

PUNCTUATION (USE OF COMMAS)

Comma is used to separate two clauses with small pause. It is used to separate the direct speech pointed in the quotation marks from the speaker / subject.

Note commas at the places where pause is needed and shade the first part / clause / speaker of a sentence in green.

Examples:

i) **If you work hard**, you will do well in the examinations.



ii) **Arnold replied**, "I have no words to speak".



1) Having done his homework, Smith went to play.



2) If you have an extra pen, please give it to my friend.



3) When we are ready, you will start the game.



4) "Think well to solve the problem", said the teacher.

