



NAME \_\_\_\_\_ DATE \_\_\_\_\_

## **PUNCTUATION (USE OF COMMAS)**

**A comma is used to separate words, phrases and clauses in a sentence with small pause. It is used to separate independent clauses when they are joined by conjunctions like and, or, for, nor, so, but and yet.**

- » **It is used to separate a quotation or an introductory element of the sentence.**
- » **It is used to separate the name of a city from the state or country.**
- » **It is used to separate day / date, month and year.**
- » **It is used after salutation words in a letter like. My dear brother, Dear friend,**
- » **My sweet darling, Dear Mr. James, Dear sir.**
- » **It is used after closing remarks of a letter such as. Regards, Thank you, love, lovingly, sincerely, faithfully, truly etc....**
- » **It is used after words like Yes, No, Well, Firstly, However, of course and before words like please.**
- » **It is used to indicate the omission of a verb to separate modifiers.**