Writing Conventions: Comma Use

1. Go to the WRC reception desk and ask to check out Diana Hacker’s *A Writer’s Reference*. You will need a student ID card or a driver’s license to check this book out for use in the WRC.
2. Turn to Section P entitled “Punctuation” and read about the comma.
3. If you have any questions, now is a good time to STOP and visit an instructor or a tutor to get some help. Write any questions you may have below before you go.

Once you are ready, go on to #4.

4. For each of the following sentences, place a comma or commas where needed, and then below write the rule and page number in *A Writer’s Reference* to which you referred to make your choice. Label the correct sentences with a “C.”

1) Amy always goes to Maine for her vacations but Nancy goes someplace different every year.

2) Joy runs faster and jumps higher than anyone in her class.

3) After waiting an hour Mandy left.

4) The motorcycle gleaming in the sun was the first thing that caught Joe’s eye.

5) The students who drop out of school have a harder time finding a job than those who earn a degree do.

6) He bought a new suit brushed his teeth and combed his hair before his big date.

7) She is gone but not forgotten.
8) I can stop by to help you with your assignment tonight or I can come over this weekend.

9) He left for Chicago Illinois on February 8 2003 and he hasn’t been heard from since.

10) “In personal correspondence” the instructor said “you will probably use the exclamation mark quite often.”

11) James a student in Professor Smith’s class was the only one who passed the last test.

12) June eats at McDonald’s every weekday but she cooks on the weekends.

13) Sitting on the dock of the bay I watched the tide roll away.

14) She is a tall slender woman.

15) “Walk this way” the butler said.

5. Before reviewing your answers with an instructor or tutor, use the space below to write any questions you still have about commas:

________________________________________________________________________

________________________________________________________________________

6. Review your answers with an instructor or tutor in the WRC. Have that person sign and date this sheet.

________________________________________________________________________

Instructor/Tutor signature 

Date

7. Return this completed, signed sheet to your instructor.