



# IIT Madras

## BSc Degree

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# PUNCTUATIONS – PAUSES - I

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# Pauses

- Pauses tell the reader to stop briefly and then continue reading. These are
  - Comma (,)
  - Semi-colon (;)
  - Colon (:)

# Comma (,)

a) Separate items from a list

- I have to buy cereals, pulses, milk, and eggs from the supermarket.
- I have to buy milk and sugar from the supermarket.
- Rule: Put a comma after every list except the last.

b) Separate words that are not part of the sentence.

❖ Sentence adverbs

- Unfortunately, I didn't attend the class.

Unfortunately : speakers opinion (sentence adverb)

I didn't attend the class : main sentence

Sentence adverbs : fortunately, unfortunately, frankly, hopefully, sadly

# Comma (,)

## ❖ Forms of address

- Riya, can you please hold this bucket for a second?
- Sir, please come inside.

## ❖ Formal letters and emails

### ▪ Salutation/greetings

(BrE) Dear Sir,    Dear madam,    Dear sir and madam,    Dear Riya,

(AmE) Dear Sir:    Dear madam:    Dear sir and madam:    Dear Riya:

### ▪ Closing

Yours faithfully,    Yours sincerely,

# Comma (,)

c) Separate linking words : however, therefore, for example, in fact, etc.

- She has not got many friends. However, everyone likes her.
- She has not got many friends. Everyone, however, likes her.
- She has not got many friends. Everyone likes her, however.
  
- My dog knows many tricks. In fact, he can bark on command.
- My dog knows many tricks. He can, in fact, bark on command.
- My dog knows many tricks. He can bark on command, in fact.

# Comma (,)

- (d) Clauses
  - Independent clause = complete sentence
  - I attended music class last month.
  - When Lena gets home from work.
- ❖ Dependent clause (subordinate clause) + independent clause = main sentence
  - When Lena gets home from work, she practices violin for an hour.
- ❖ Independent clauses
  - Independent clause, + and/or/but/so + independent clause
  - He kicked the ball, and they won the match.
  - Comma splice : he kicked the ball, they won the match.

# Comma (,)

- ❖ Dependent clause + independent clause = main sentence
  - If you get good grades, I will take you to London.
- ❖ Independent clause + dependent clause = main sentence (no comma)
  - He was so happy when he won the match!
- ❖ Essential relative/adjective clause : no comma
  - That man is the criminal who shot his neighbour last month.
- ❖ Non essential relative clause
  - People love to celebrate new years eve, which is the last day of the year.
  - My cousin Nisha, whom you met at my home, is heading to US tomorrow.

# Comma (,)

- e) Use comma before quotation.
  - He said, “It’s a warm day.”

# Practise Exercise

**Add commas wherever necessary**

1. They played chess until it was time to go home.
2. Since there was no school that day the children played in the snow.
3. We thought she was nice because she smiled a lot.
4. While the class took a test the teacher graded papers.
5. She said “He is a nice person”.

# Answers

- 1.They played chess until it was time to go home.
- 2.Since there was no school that day, the children played in the snow.
- 3.We thought she was nice because she smiled a lot.
- 4.While the class took a test, the teacher graded papers.
- 5.She said, “He is a nice person”.