

Write the Right Way



Be Correct

Comma: creating a pause



Clauses
separate clauses

The computer, which I've had for three years, needs to be upgraded.

ABC...

Series
separate items

You can attach documents, images, audios, or videos with your email



Dates
month and year

Friday, June 14, 2021, was a special day.



Before
people's titles

Tell me, Bill, what did you think of the meeting?

“”

Before
quotation marks

Karen said, “I am not working on the team as long as Jenny is on it.”