

10 **COMMA** **RULES**



Made Easy And Memorable



- 1 - Use a comma before any coordinating conjunction
- Example: Alex likes cake, and he likes chocolate too.
- 2 - Relating appositives (renaming)
- Example: Alex, like any human being, loves cake.

Coordinating Conjunction: FANBOYS



➤ F - For

➤ A - And

➤ N - Nor

➤ B - But

➤ O - Or. Y = Yet. S = So

Continued...



- 3 - Creating a list
- Example: We saw tigers, lions, cheetahs, and bears.
- 4 - After introductory adverbs
- Example: Finally, Alex got to eat cake, and he was happy.
- 5 - Attributing quotes: He said, “xyz.”

Continued...



- Another attribution example comma inside quotes: "Xyz," he said.
- 6 - If first word of a sentence is yes or no: Yes, he said.
- 7 - If directly addressing someone: Alex, can you please help with xyz?
- 8 - Two adjectives that modify the same noun
- Ex: Alex is a nice, friendly instructor.

Continued...



- 9 - Offsetting negation
- Example: Alex is a friendly, not a mean, instructor.
- 10 - After a dependent clause that starts a sentence
- Example: When I eat cake, I am happy.