

Instructions for doing this worksheet: The answers are given at the bottom. So try to answer the questions on your own and once you think you have all the answers, scroll down to answers and explanations.

Comma before coordinating junction (recall FANBOYS acronym):

Exercise 1: Where do you put the comma in this sentence?

This is a good report but it would be better if it had nicer formatting and headings.

Relating appositives exercise (fancy term for renaming)

Exercise 2: Where do commas go in this sentence?

My job like any profession requires care and attention to detail.

Commas for a list

Exercise 3:

Where do commas go in this sentence:

My responsibilities involve writing reports managing employees software engineering and more.

Commas after introductory adverbs

Exercise 4:

Where do commas go in this sentence:

Luckily I was able to finish the report on time and on budget.

Attributing quotes

Exercise 5: Where does a comma go in this sentence?

He wrote "it was good."

Yes or no starting a sentence

Exercise 6: Where does a comma go in this sentence?

No it didn't seem like it.

Directly addressing someone and you start the sentence addressing them

Exercise 7: Where does the comma go in this sentence?

Sir can you please send me the report.

Two or more adjectives modifying the same word

Exercise 8: Where does the comma go in this sentence?

This report is written in a nice crisp and professional style.

Offsetting negation

Exercise 9: Where does the comma go in this sentence?

This is a simple not a complex report.

After a dependent clause that starts a sentence

Exercise 10: Where does the comma go in this sentence?

When done please send me an email.

ANSWERS:

Exercise 1 correct answer:

Answer: This is a good report, but it would be better if it had nicer formatting and headings.

Why: Because the comma goes before the coordinating junction

Exercise 2 correct answers:

Answer: My job, like any profession, requires care and attention to detail.

Why: "like any profession" is renaming "my job" which makes it an appositive so we wrap the appositive in commas.

Exercise 3 correct answer:

Answer: My responsibilities involve writing reports, managing employees, software engineering, and more.

Why: We put a comma after every item in a list.

Exercise 4 correct answer:

Answer: Luckily, I was able to finish the report on time and on budget.

Why: Luckily starts the sentence and is an introductory adverb. It changes the meaning of the sentence.

Exercise 5 correct answer:

Answer: He wrote, "it was good."

Why: Comma goes before the quotes to help the reader figure out which words go together and the cadence of how to read the sentence.

Exercise 6 correct answer:

Answer: No, it didn't seem like it.

Why: It's just a rule. If you start a sentence with "yes" or "no" - put a comma after them.

Exercise 7 correct answer:

Answer: Sir, can you please send me the report.

Why: Put a comma after addressing someone.

Exercise 8 correct answer:

Answer: This report is written in a nice, crisp, and professional style.

Why: The comma goes after every adjective modifying a word.

Exercise 9 correct answer:

Answer: This is a simple, not a complex, report.

Why: Wrap the negation in commas.

Exercise 10 correct answer:

Answer: When done, please send me an email.

Why: "When done" is a dependent clause and it starts the sentence.