

## Few Punctuation Rules

### Comma

1. Always put a comma after a transition word or a transition phrase.

#### Example:

Transition Phrase: As far as I know, it is not true.

Transition Word: However, the final result depends on how many people are showing up.

2. If the transition is in the middle of the sentence (acting as a non essential clause), put a comma on both sides.

Example: The final result, however, depends on how many people are showing up.

**Note:** Here, even if you remove “however”, it still gives you a complete sentence. Hence, it is acting as a non essential clause.

3. Simple Sentence:

No punctuation is needed for simple sentences other than a full stop.

Example: A bottle of water is \$2 here.

4. Complex Sentence:

- Independent Clause + Dependent Clause = No comma.

Example: A bottle of water is \$2 here whereas it goes for half that much outside the restaurant.

- Dependent Clause + , + Independent Clause = Comma in between the clauses.

Example: Whereas it goes for half that much outside the restaurant, a bottle of water is \$2 here.

#### Subordinating Conjunctions:

▪ after ▪ although ▪ as ▪ because ▪ before ▪ even though ▪ if ▪ since ▪ though ▪ unless ▪ until ▪ when ▪ whenever ▪ whereas ▪ wherever ▪ while

**Note:** Dependent clauses usually start with a subordinating conjunction.

**Exception:** Before strong subordinating conjunctions like “although” and “even though”, put a comma even if they are in the middle of a sentence.

Example: Frank Sinatra became one of the most famous singers, **although** he never learned music.

5. Compound Sentence:

- **Independent Clause** + , + **FANBOYS** + **Independent Clause** = Put a comma before FANBOYS.

Example: A bottle of water is \$2 here, **but** it goes for half that much outside the restaurant.

[ **FANBOYS: For, And, Nor, But, Or, Yet, So** ]

6. Clauses beginning with “that” are always essential to the meaning of a sentence. So, do not use any comma before or after that.

Example:

**Correct:** Parrots are one of the most difficult pets that a person can have.

**Incorrect:** , that or that,

7. The word “which” can be used to join an independent and a dependent clause. The clause beginning by “which” is always dependent and should be having a comma before.

Example:

**Correct:** The Mid-Autumn Festival, a popular harvest festival, dates back to the Chinese Dynasty, **which lasted from 1600 B.C. until 1604 B.C.**

**Incorrect:** The Mid-Autumn Festival, a popular harvest festival, dates back to the Chinese Dynasty which lasted from 1600 B.C. until 1604 B.C.

8. No commas should be placed between an adjective and noun.

Example: That is a good national organization.

National: Adjective

Organization: Noun

9. No commas should be placed between adjectives, when the first modifies the second.

Example: These are nice traditional African songs.

Example: It is a fast blue car.

10. Commas can be used in between adjectives whose order can be reversed.

Example: The museum has given us the chance to see innovative, passionate forms of art.

**Note:** Here, instead of a comma, you can use “and” as well.

11. No commas should be used before or after “self” words.

Example:

**Correct:** The Tower of London is separated from the city itself by a stretch of open space.

**Incorrect:** , itself or itself,

**Exception:** Comma can be placed after a self word only if there is a FANBOYS conjunction after it.

Example: The Tower of London is separated from the city itself, **but** it is still an attractive tourist spot.

**Colon:**

1. The statement before the colon must be a complete sentence. The information after it can either be a sentence or a fragment.

Example:

**Incorrect:** There are different kinds of fruits in our country. These are: mango, jackfruit, apple etc.

**Incorrect:** There are different kinds of fruits in our country such as: mango, jackfruit, apple etc.

**Correct:** There are different kinds of fruits in our country: mango, jackfruit, apple etc.

**Dash:**

1. A single dash can be used in place of a colon, to set off a definition or example.

Example: Impressionist paintings have several major characteristics - a focus on outdoor scenes, an emphasis on the interplay of dark and light and a sense of movement.