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English Composition 1: Comma Usage – Exercise 1 (10 points)

*For each of the following, add commas where needed. For EIGHT of your choices, write a brief comment or two to explain why you think commas are needed where you placed them.*

1. Anyone who is reliable, conscientious, and honest should be very successful.

Commas are used to separate items in a list of there or more.

2. A conference on sales motivation is scheduled for May 12, at the Anaheim Marriott, Hotel beginning at 2 p.m.

Commas are used to set off nonessential information in sentences.

3. As a matter of fact, I just called your office this morning.

Commas are used after introductory phrases.

4. We are relocating our distribution center from Memphis, Tennessee to Des Moines, Iowa.

Commas separate the city and state.

5. In the meantime, please continue to send your orders to the regional office.

6. The last meeting recorded in the minutes was February 4, 2002, in Chicago.

7. Mr. Tran, Mrs. Adams, and Ms. Horne are our new representatives.

8. The package mailed to Ms. Leslie Holmes, 3430 Larkspur Lane, San Diego, CA 92110, arrived three weeks after it was mailed.

9. The manager feels, needless to say, that the support of all employees is critical.

Interrupting phrases like "needless to say" should be set off with commas.

10. Eric was assigned three jobs: checking supplies, replacing inventories, and distributing delivered goods.

Commas are used to separate items in a list of three or more.

11. We will work diligently to retain your business, Mr. Lopez.

Commes set off direct address.

12. The vice president feels, however, that all sale representatives need training.

13. The name selected for a product should be right for that product, and should emphasize its major attributes.

14. A mythical creature, the griffin, had the body of a lion, the wings of a bird, and the head of an eagle.

15. A cow that avoided slaughter by jumping a slaughterhouse gate and swimming in the Missouri River has been placed in the Farm Animal Sanctuary in New Dawn, Montana.