

TABLE OF CONTENTS

INTRODUCTION **iv**

Comma Series (Items in a Series) **1**

Comma: Who’s Being Addressed (Noun of Address) **4**

Comma: One Word Beginnings (Introductory Words) **6**

Comma: Beginning Phrases or Clauses **7**

Comma: Separate State (City and State) **9**

Comma: Addresses (Street, City, and State) **10**

Comma: Around the Year (Month, Day, Year) **11**

Comma: Who Says What (Comma & Quotation Marks in Dialogue) **13**

Comma: Conjunctions—Tie It Up **14**

Comma: Interrupters **16**

Comma: Explain It (Nonessential [Nonrestrictive] Appositives) **17**

Comma: Explain It (Essential [Restrictive] Appositives) **18**

Question Mark/Period: Questionable Endings **20**

Exclamation/Question Marks **21**

Apostrophe: Leaving Out Letters (Contractions) **22**

Apostrophe: Who’s An Owner (Possessives) **24**

Quotation Marks: Quotation or Title? **26**

Semicolon: Series **27**

Semicolon: Related Independent Clauses **29**

SAMPLE LESSONS **30**

ANSWERS **36**

Free resource from www.criticalthinking.com. Commercial redistribution prohibited

Comma: Explain It (Nonessential)

52. Which picture shows the meaning of the text? Add one comma to correct it.

We gave Courtney the slimy snake a delicious snack. I hope that snake is good for Courtney!



53. Use the picture to find the meaning of the sentence. Add the comma(s).



54. Find the meaning of the text. Add any necessary commas.

Give those annoying neighbors the Johnsons the wrong address for our summer cottage. Give those neighbors the Smiths' address. The Smiths deserve a visit from the Johnsons!

RULE: Use commas to set off words of explanation (an appositive) that are nonessential. A nonessential appositive is one that can be removed without a significant change in meaning. *John, my best friend, is moving away.*