The **comma** is one of the most important types of punctuation. Commas separate items in sentences for clarity of meaning and ease of reading. A misplaced or missing comma can create awkwardness and cause confusion.

Below are some of the most common functions of the comma.

Commas join **independent clauses**—groups of words that can stand alone as sentences. When joining independent clauses, place a comma after the first independent clause, followed by a coordinating conjunction (*and, but, or, nor, for, so, and yet*).

- **Example:** *I had the day off, so I went to the beach.*

Commas set off **introductory phrases**, such as those that tell when, where, how, or why the action of the main clause happened.

- **Example:** *When I finally got a day off, I went to the beach.*

Commas separate all items in a **list**.

- **Example:** *I went to the store to buy flour, butter, milk, eggs, and sugar.*

Commas set off words used to directly address someone, such as names, *yes* and *no*, question phrases, and some interjections.

- **Example:** *I don’t think we have any more bread, Dad.*
- **Example:** *No, we don’t have any more bread.*
- **Example:** *We’re out of bread, aren’t we?*
- **Example:** *Well, I guess we’ll have to go to the store.*

Commas separate direct quotations from their attribution.

- **Example:** *In his article on the history of bread, Dr. Yeastberger writes, “Bread has been recorded as far back as ancient times.”*
Add missing commas or cross out unnecessary commas in the sentences below.

1. Because I have to work, tomorrow morning I plan to get all my homework done tonight.

2. We didn't have anything to do last Saturday so, we volunteered at the animal shelter.

3. Hey Jon we need to go get hot dogs, buns, ketchup, and, mustard for the barbecue tomorrow.

Your instructor or tutor has indicated comma problems in some of your sentences. Write down some of the sentences below and correct them.

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Correction:
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