**Comma**

1. Use a comma to join **two independent clauses** joined with one of the coordinating conjunctions (*for, and, nor, but, or, yet, so)*
2. Use a comma after an **introductory** clause, phrase, or word.
3. Use a comma to separate **two or more coordinate adjectives** that describe the same noun. *(“and” test or “switch” test)*
4. Use a comma to set off a set of phrases, clauses, and/or words found in the middle of a sentence that are working as **an interrupter** of that sentence.
5. Use a comma to separate **items in a series** (3 or more).
6. Use a comma to set off **non-essential parenthetical expressions/phrases**. (appositives, participials, gerunds, infinitives, etc)
7. Use a comma to set off **dialogue and/or quotation**.
8. Use a comma to set off all **geographical names, items in dates, addresses, and titles in names**.
9. Use a comma to set off **numbers** greater than three digits.
10. Use a comma to set off **contrasted items** in a sentence.
11. Use a comma to separate a **statement from a question**.

[](http://www.google.com/url?sa=i&source=images&cd=&cad=rja&uact=8&docid=OzfQ2iMY0xwa6M&tbnid=BOYKH-fXN2LfTM&ved=0CAgQjRw&url=http://www.signals.com/signals/T-Shirts_3RA/View-All-T-Shirts-Sweatshirts_3RB/Item_s-Commas-Save-Lives-Shirts_HN3281.html&ei=-hMXVMS5A8TIsATR2IL4DQ&psig=AFQjCNGNNNChLqYXr29aFUhTTea10rQMOA&ust=1410884986325163)**Words to Define**: comma splice, independent clause, non-essential, introductory