

## Other Comma Rules

### Reteaching

Use a **comma** in these situations:

- to set off a personal title or a business abbreviation  
*Example:* Albert Vargo, Jr., is my cousin.
- in the salutation of a personal letter and the closing of any letter  
*Example:* Dear Uncle Jim,      Your niece,
- between the day of the month and the year, and, in a sentence, after the year  
*Example:* Carla was born in Chicago on February 17, 1987, and moved here last year.
- to separate the street, city, and state in addresses and names of places (Do not use a comma between the state and the ZIP code)  
*Example:* I live at 1452 Bellfield Blvd., Columbus, Ohio, in the home my grandfather built.
- in numbers of more than three digits to denote thousands (except calendar years)  
*Example:* The distance to the sun from Earth is 93,000,000 miles.
- to set off a direct quotation from the rest of the sentence  
*Example:* The chef said, "This is a culinary masterpiece."

### Using Commas Correctly

Insert commas where necessary in the following sentences.

- Dear Aunt Regina  
My friends and I will be visiting London on October 10, and we were hoping you would have the time to accompany us to the Tower of London.  
Your niece
- "Lima was founded" the guide told us "at a site called Plaza de Armas in 1535."
- The site of the Boston Massacre, which occurred on March 5 1770 is a popular tourist spot today.
- Beijing is a densely populated city with a population of over 11000000 people.
- Historian Graham Richards Sr. often gives tours of New Orleans in his spare time.
- The residence of the prime ministers of Great Britain is 10 Downing Street London.
- St. Petersburg is the home of the Russian Revolution, which took place on October 24 and October 25 1917.
- "The Taj Mahal" my mother read "was built by Shah Jahan in memory of his wife, who died in 1631."
- Denver is called the Mile-High City because a spot on the Capitol steps is at 5280 feet above sea level.
- We left our house at 45 Scarlett Drive Albany New York this morning at 5 A.M.
- Our class visited the grounds where the Battle of Gettysburg took place on July 1–3 1863 and where President Lincoln gave his address on November 19 1863.
- By the end of the Battle of Gettysburg, the Union army had lost 23000 men, and the Confederate army had lost 25000 men.
- An entertaining place to visit is Mann's Chinese Theater on Hollywood Boulevard Los Angeles California, which displays the handprints and footprints of movie stars.

**Other Comma Rules****More Practice****A. Using Commas Correctly**

Add commas where necessary in the following sentences.

1. I live at 12900 Richland Lane Herndon VA 22071.
2. When she opened the letter, she read the closing, "Your former friend John."
3. On April 30 1789 George Washington was inaugurated.
4. The Consumers Union of U.S. Inc. at 256 Washington St. Mount Vernon NY 10553 researches and evaluates products for readers of its magazine.
5. When did you first learn that light travels at a speed of 186000 miles per second?
6. Address all inquiries to Frothingham Ltd. before May 5 1990.
7. Tom Ross Jr. M.D. has opened an office at 1448 Oak Street Cincinnati Ohio.
8. On average the sun is 93000000 miles from Earth.
9. "I'll send you the package or deliver it myself" Joyce promised.
10. "An area of high pressure will bring us fair weather" the forecaster predicted.
11. World War I ended on November 11 1918, a day that used to be called Armistice Day.
12. What famous event happened on July 20 1969?
13. Dear Aunt Harriet  
Thanks for the binoculars. They will come in handy on my hiking trip.  
Your nephew  
Ted
14. Has the population of Boston Massachusetts risen or fallen over the past decade?
15. "A fool and his money are soon parted" says an old proverb.

**B. Using the Comma in Paragraphs**

Add commas where they are necessary in the following paragraphs.

Dear Grandma

On August 17 I visited Plimoth Plantation in Plymouth Massachusetts. I learned that in 1620 colonists sailed over 3000 miles from England. Small groups of colonists looked for a good place to settle. On December 21 1620 one group landed in Plymouth. They decided to settle there. The people who work at Plimoth Plantation speak as the colonists did in the 1620s. They say "We wish thee a good morrow." Today we would just say "Good morning."

I have enjoyed this trip, but I can't wait to be back with you in Chicago Illinois.

Your grandson  
Russell

# Other Comma Rules

## Application

### A. Proofreading for Comma Usage

Write an original story using at least five of the following phrases and abbreviations. Be sure to use commas correctly in your story.

- |                       |                                     |                  |
|-----------------------|-------------------------------------|------------------|
| \$1350                | 1450 Main Street Pleasantville Ohio | July 4 2050      |
| Keith Morelli, Jr.    | Dear Aunt Jeanie                    | He shouted       |
| 6865000               | Yours truly                         | Las Vegas Nevada |
| National Widget Corp. |                                     |                  |

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### B. Writing with Commas

Write a personal narrative about a holiday you have celebrated or one that you imagine you could celebrate in the future. In your narrative, include the following situations where a comma is needed: a personal title, a date, a complete address, a number greater than 999, and a direct quotation.

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