



Commas

A comma tells the reader to pause for a moment, often to help make the meaning of a sentence clearer. Commas can be confusing, because they are used in lots of different ways.

This worksheet explains 4 of the main ways we use commas:



1 To separate items in a list

If you are listing more than 2 items in a sentence, put a comma after each one **but not** before **and**.

eg: For breakfast I had egg, bacon, toast, tomatoes and a cup of tea.

You can make a list of phrases as well.

eg: I left my house, got into my car, started the engine and drove off.



2 When joining 2 sentences together

We often join together sentences with a comma and a conjunction. A conjunction is a joining word like **and**, **but**, **though** etc.

eg: I got to work on time. I left my house late. (2 sentences)

I got to work on time, **though** I left my house late. (comma and conjunction)

I left my house on time. **However**, the train didn't arrive on time.



3 When adding extra information to a sentence

We use commas around extra information added to a sentence.

eg: My dad rides a bike on Hampstead Heath. (simple sentence)

My dad, **who likes to keep fit**, rides a bike on Hampstead

Heath. (extra information about my dad is added, with commas)



4. Commas always go inside quotation marks.

eg: She said, 'Hurry up. '
'Life is a bundle of joy, ' he said
Did she say, "May I go?"



Practice using commas 1

Practice using commas to separate items in a list.

Add the commas to these sentences:

- 1 I went to the shop and bought apples bananas potatoes and tomatoes.
- 2 I came home unpacked the shopping bags put the kettle on and made a cup of tea.
- 3 I then phoned Alice Peter John Karen and Barbara to invite them to my party.
- 4 The phone rang the door bell went and the baby cried all at the same time.
- 5 So I picked up the baby answered the phone went to the door and then turned on the bath.
- 6 I put bubble bath oil and bath salts into the bath turned the taps off put the radio on and tried to relax.
- 7 No sooner had I got in the bath than the phone rang again the baby woke up and my peace was shattered.
- 8 I sighed jumped out of the bath grabbed the baby answered the phone made another cup of tea and laughed to myself.



Practice using commas 2

Practice using commas and conjunctions to join sentences. Join the sets of sentences below with one of the conjunctions from the box. Don't forget the comma! (There may be more than one right answer)

However and but though because as

- 1 I enjoy watching films. I don't like violent ones.
- 2 John has to go home early. His mother is ill.
- 3 The mountain is high. It's not the highest one in the lake district.
- 4 My name is Rachel. I live in Clapton.
- 5 I better get home in time for Eastenders. It's my favourite soap opera.
- 6 I'm going to have a picnic. It's a very sunny day.
- 7 The student likes the classes. She can't come every day.
- 8 She had to go to hospital. She had broken her leg.



Practice using commas 3

Try to fit one of the extra bits from the box into each of the sentences below. Remember, put commas around the extra information.

who did an art degree
who had really enjoyed the show
which was just coming round the corner
that is very pretty
which served lovely food

- 1 The bus was ten minutes late.
- 2 The people were all clapping.
- 3 The pub was very full.
- 4 My flat is too small for a family.
- 5 My boyfriend is a blacksmith now.



Practice using commas 4

Practice using commas with quotation marks. Some sentences need a comma and others don't. Some sentences need more than one comma

- 1 She said "He said 'Hurry up.'"
- 2 The sign changed from "Walk " to "Don't Walk " to "Walk" again within 30 seconds.
3. She asked "Will you still be my friend?"
4. Do you agree with the saying "All's fair in love and war?"
5. He said "Dan said 'Do not treat me that way.' "
6. "When will you be here " he asked.
7. She wrote "I would rather die than be seen wearing the same outfit as my sister."
8. He said 'I want you to get eggs milk butter and sugar'

Answer

- 1 She said, "He said, 'Hurry up.'"
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5. He said, "Dan said, 'Do not treat me that way.'"
6. "When will you be here?" he asked.
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8. He said, 'I want you to get eggs, milk, butter and sugar'

Put commas, full stops and question marks in the sentences below

- 1 She said "He said 'Hurry up '"
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3. She asked "Will you still be my friend "
4. Do you agree with the saying "All's fair in love and war "
5. He said "Dan said 'Do not treat me that way '"
6. 'When will you be here ' he asked
7. She wrote "I would rather die than be seen wearing the same outfit as my sister "
8. He said 'I want you to get eggs milk butter and sugar