

WRITING FROM THE CORE: PUNCTUATION PRACTICE

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Types of Commas:

Conjunction (CONJ)	Appositive (AP)
Introductory (INTRO)	Direct Address (DA)
Parenthetical (PAR)	Address/Date (AD)

Instructions:

Underline the subject once.

Double underscore the verb.

Write the reason above each comma.

Some subjects may be implied: you understood (you) and I understood (I).

1. As the ^{intro} doctor ordered, I stayed in bed all week.
2. George wanted to go to the conference but he had a previous commitment.
3. Ken had told Sue about the meeting and she decided to go.
4. We however will do our best to send the material today.
5. Before she entered the room the young manager checked her materials.
6. If you would like us to process your request leave your number and a time you can be reached.
7. Silvia can I count on your assistance?
8. Ms. Marks the building manager keeps all of the leases.
9. So that you arrive on time we will postpone the meeting.
10. After the president made the announcement the committee was in chaos.
11. As a result we do not include that information on our Web site.
12. Mr. Jason please send the information to my home address.
13. George lists his start date as Friday November 1 2005.
14. Even though you do not like the offer it is your only option.
15. Caroline when will you find time to complete the project?
16. Please speak to Matt my assistant when I am not available.
17. Although it is important to be on time it is also important to be prepared.
18. Kristen spent time in Boston Massachusetts last year.

KEY TO PUNCTUATION PRACTICE

Note: Subordinating conjunctions are in *italicized bold print*.

1. **As** the doctor ordered, I stayed in bed all week. INTRO
2. George wanted to go to the conference, but he had a previous commitment. CONJ
3. Ken had told Sue about the meeting, and she decided to go. CONJ
4. We, however, will do our best to send the material today. PAR
5. **Before** she entered the room, the young manager checked her materials. INTRO
6. **If** you would like us to process your request, (you) leave your number and a time you can be reached. INTRO
7. Silvia, can I count on your assistance? DA
8. Ms. Marks, the building manager, keeps all of the leases. AP (DA acceptable; there would be no comma following *manager*, and *manager* would be the subject.)
9. **So that** you arrive on time, we will postpone the meeting. INTRO
10. **After** the president made the announcement, the committee was in chaos. INTRO
11. **As a result**, we do not include that information on our Web site. INTRO (adverbial conjunction)
12. Mr. Jason, (you) please send the information to my home address. DA
13. George lists his start date as Friday, November 1, 2005. AD
14. **Even though** you do not like the offer, it is your only option. INTRO
15. Caroline, when will you find time to complete the project? DA
16. (You) Please speak to Matt, my assistant, when I am not available. AP
17. **Although** it is important to be on time, it is also important to be prepared. INTRO
18. Kristen spent time in Boston, Massachusetts, last year AD