Comma Workshop – Practice Exercises

Look at the sentences below. Correctly insert any commas that are needed.

1. When he began the seminar three students were already asleep.
2. Malcolm X who later took on the name of El-Hajj Malik El-Shabazz was born on May 19, 1925.
3. President Nixon the 37th president served as Navy Lieutenant Commander in the Pacific.
4. When the fire alarms sounds you should always close all windows assist others avoid using the stairs and leave the building.
5. Attending a workshop offered by your college is a good idea because it is free and usually very useful; in addition you get to meet other students.
6. After having been President of the United States George W. Bush retired to his farm in Crawford Texas.
7. Removing weeds from the yard cleaning the gutters and washing the windows are important tasks when you own a home.
8. My best friend Mark Richardson who rarely visits but whom I have known for many years will talk to me on Skype tonight.

Now try your hand on this one! (You can insert a total of 7 commas.)

“We all agreed on cleaning up the campsite but John my tent buddy and according to sources vetted by the president a close friend of the Russian prime minister refused and unfortunately even loudly lamented this duty.”

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Comma Workshop – Basic Rules

(fill in your own example sentence below the rule!)

Use a comma…

1. …before coordinating conjunctions (“FANBOYS”) when joining two independent clauses:

2. …after introductory elements:

3. …with items in a series:

4. …with coordinate adjectives:

5. …with non-restrictive adjective clauses:

6. …with direct quotations:

7. …with dates (month-day-year format):

8. …between a dependent clause and an independent clause: