

Some comma rules:

1. Co-ordinate clauses

Clauses connected with **and**, **but**, or **or** are usually separated by commas unless they are very short.

- John splurged and ordered the lobster platter, but Mae was more frugal and ordered the chicken.
 - John had lobster and Mae had chicken.

2. Subordinate clauses

When subordinate clauses begin sentences, they are often followed by commas.

- If you are ever in Bielefeld, you should visit me.

But never before that:

- It is not surprising that you thought she was rude.

3. Parenthetical insertions:

If words or expressions are put in unusual places in the sentence, and are not integral to the meaning, separate them with commas.

- My mother, however, did not agree with me.
- Harold Ward, the head of marketing, called off sick today.
- They were, believe or not, calling for the fifth time.

4. Direct speech

A comma is generally used between a reporting expression and a piece of direct speech.

- He said "don't step on my foot again!".
- She screamed "I told you I was too tall to go on that ride!".

5. Indirect speech: no comma before **that**, etc

We do not put commas before that, what, where, etc. in indirect speech structures.

- Everybody knew that he had stolen the money.
- They quickly explained what to do.
- I don't know where I put my keys.

Insert commas where they belong (or don't).

1. The moon although very bright didn't help our vision.
2. She said "How long can we go on like this?".
3. I know that my clothes are too weird for normal society.
4. If you are going shopping please bring me some coffee.
5. I thought long and hard about where we should go on holiday but in the end I decided to stay home and watch Netflix.
6. I thought that I was going to win the lottery but instead I just lost my 2€.
7. I took the long path that curved all the way through the town and then decided to take the bus back.
8. I wanted four but I got ten.
9. My brain however was not fully awake.
10. I don't know what happened.