

Punctuation

Worksheet 2: Using commas with confidence

Key point

A comma should be used between each item in a list, apart from in between the last two items when you should use 'and'. A pair of commas can be used like a pair of brackets to separate names or titles. This makes it easier for your reader to pick out information.

Get started

Guided

1. Add commas to the following sentences.

- a. The weather was warm, sunny and calm.
- b. The girl has long brown curly hair blue eyes and a lovely smile.
- c. The dog has long scruffy brown fur black eyes and a curly tail.
- d. I like lots of different types of music: rock pop hip hop drum and bass and soul.

Guided

2. Add a pair of commas to the following sentences.

- a. The book, *Cookery for Students*, was really helpful.
 - b. The apprentices Jamil and Helen were studying in the library.
 - c. Meet me at the café The Cup and Saucer at 2 o'clock.
3. Which of the following sentences have commas in the correct place?
- A For the walk you will need to wear a waterproof jacket, walking boots, a hat and gloves. ☐
 - B The team captains, Jake, and Sophie, will decide who is playing. ☐
 - C Amir, Lily Sam and, Oliver will be able to meet you at 8 p.m. ☐

Hint

You can use commas to separate items in a list.

A comma is used between a list of adjectives or descriptions, for example: the short, sharp knock at the door.

Hint

You can use a pair of commas to separate names and titles, for example:

The boys, Josh and Andrew, were at college.

(A pair of commas acting in the same way as a pair of brackets is known as **parenthetical commas**.)

Try this

1. Add commas to the following paragraphs.

- a. I am reading a detective novel. The story takes place in many locations, including: London Paris Rome Cairo and New York.
- b. Anytown College offers students a wide range of subjects to choose from. We offer courses in Health and Social Care Bricklaying Carpentry Health and Beauty Childcare and many others. Come and see us for more information.
- c. The museum was really interesting. We looked at the display of precious jewellery that included the biggest rubies diamonds sapphires and emeralds that I have ever seen. The lights made them sparkle glisten and dazzle. After that, we went to have a look at the biggest diamond in the world The Cullinan Diamond.

2. Your friend, Amy, has invited you to her house for dinner. To help her decide what to cook, Amy has asked you to tell her what your favourite types of food are.

Write an email to Amy, telling her what foods you like. Write in full sentences and include at least **three** of your favourite foods. Write your answer on a separate piece of paper.

Hint

Check that your sentences begin with a capital letter and end with a full stop. Have you remembered to include commas in the right places? Have you started names with a capital letter?

3. Amy replies to tell you that she is going to cook an Italian meal. Look at her email below. Add commas in the correct places.

From: amy@email.com

To: you@email.com

Subject: Dinner invitation

Message:

Hi,

I've decided to make an Italian meal – what do you think? We'll have olives garlic mushrooms and breadsticks to start. For the main I am going to make vegetable lasagne with salad garlic dough balls and roasted broccoli. I would like to invite my friend Asha to come too. I think you'll really get on. I will ask her to bring dessert with her. Would you prefer tiramisu ice cream or chocolate cake?

Let me know what you think!

Amy

Aim to pass

1. You are organising a fun run to raise money for a local charity that supports children with learning disabilities. Write an email to the people taking part, giving them information about the run.

In your email, you should:

- explain the work that the charity does
- remind them where and at what time the run starts
- tell them what they need to bring with them.

You should aim to write about 150 to 200 words. Complete your answer on a separate piece of paper. (15 marks)

Hint

Correctly using a range of punctuation marks in your writing will help you in your assessment.

Hint

Remember to use commas when you are listing what the runners will need to bring with them.

Rate yourself

How confident are you at using commas in lists, and in pairs, in your writing?



Got it!

Move on to the next activity.



Not there yet...

Try one of the booster sheets for this worksheet.