

Commas

When to use	Example
In a sentence where two complete thoughts are separated by <i>but, or, yet, so, for, and, or nor</i> .	Mr. Smith did not attend the meeting, nor did he send his report. We believe you have good ideas, and the conference committee should incorporate several of them.
To set off an introductory dependent clause.	Before we can reach our goal, we need additional revenue.
When three or more items are listed in a series. Place a comma before the <i>and</i> preceding the last item.	We purchased pencils, pens, paper clips, and printer ribbons.
Between consecutive adjectives where the comma is used instead of <i>and</i> .	Mary hated the dark, gloomy office.
To set off parenthetical information.	Mr. Walker, the president, arrived on time for the guest speaker. Jane Gates, our personnel manager, will help you complete the leave form.
To set off the year if it follows the month and day. Note: Omit the comma when only the month and year are given.	On June 28, 1996, I will receive my five-year bonus. Mr. Jackson was promoted in January 1993 to director of sales.
To set off the name of anyone you are addressing directly.	Let's end this report, Angela, with the budget results.