

Insert commas where necessary in the following sentences.

Exercise 1: The Separation Comma

1. I am going to hire a cleaning service to wash floors dust furniture scour the oven and launder clothes.
2. You will have to decide between the Leafs the Canadiens the Oilers and the Canucks in the playoffs.
3. Three things that ruin a vacation are rainy weather losing your wallet and bad drinking water.

Exercise 2: The “FANBOYS” Comma

1. Our teacher is convinced we will fail so we are going to shock him by studying hard for the final exam.
2. Chris spent yesterday moping around the house and sighing for she is an avid Leafs fan.
3. He really hates exercising so jogging is out of the question.

Exercise 3: The Courtesy Comma

1. Janice please pass the salt and pepper.
2. On her way to the Juno awards Ruby was mobbed by autograph seekers.
3. Shocked by his baby’s first word he resolved to be more careful with his language at home.
4. By the way your rear left tire is flat.

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5. Approaching her 40th birthday she celebrated by buying a red sports car and finding a younger boyfriend.

Exercise 4: The “Coordinating” Comma

1. When describing someone as nice we really are saying they are charming witty and attractive.
2. The tired old dirty cat was in desperate need of a shower.
3. Humber-Guelph boasts new spacious buildings on its campus.

Exercise 5: The Contrary (or Contrast) Comma

1. This was not because facts about the hero as a man were too meagre but because they were too complete.
2. The day was rainy and cold but it was still a day off so she enjoyed it.
3. The whole purpose of going to school is to study not to hang loose and spend time away from your parents.

Exercise 6: The Formal Title Comma

1. She went to high school in Toronto Ontario but then moved to Vancouver British Columbia where she completed her university studies.
2. We visited Hartford Connecticut last summer
3. Jack Spratt Director of the Finance Department cut all the company fat out of the annual budget.

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4. On November 4 1964 Jack Ruby shot the President of the United States John F. Kennedy.
 5. He was born on December 4 1963 in Princeton Massachusetts.
 6. In 1950 674 people were added to the payroll.

Exercise 7: The Quoted Language Comma

1. John Collyer the schoolmaster author of *General Principles of English Grammar* (1735) declared that we put many words in the adverb class “because we do not know what else to call them.”
2. The phrase “shiftless loquacious alcoholic father” from Frank McCourt’s *Angela’s Ashes* doesn’t contain any commas.
3. Summing up this argument Peter Coveney writes “The purpose and strength of the romantic image of the child has been above all to establish a relation between childhood and adult consciousness.”
4. “The question is” said Alice “whether you can make words mean so many things.”
5. “I would like to buy an egg please” she said timidly. “How do you sell them?”