

Student Name: _____

The Commas Strategy Program Student Folder

Goal(s):

My teacher's commitment:

Teacher signature

Date

My commitment:

Student signature

Date

By Jean B. Schumaker and Lisa D. Walsh

Pass Code Log

Name: _____

As you complete each lesson or review, ask your teacher for a pass code for the next part of the program. Record it below. Keep this sheet in your punctuation folder.

<i>Pass Code</i>	<i>Enter to start:</i>
<u>11AZ</u>	Lesson 1
_____	Lesson 2
_____	Review A
_____	Lesson 3
_____	Review B
_____	Lesson 4
_____	Review C
_____	Lesson 5
_____	Review D
_____	Lesson 6
_____	Review E

When you quit the program in the middle of a lesson, write your pass codes here.

_____	_____	_____	_____
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NOTES FOR LESSON #1

COMMAS LIKE TO INTRODUCE

FIVE TYPES OF INTRODUCTORY WORDS AND PHRASES

- Transition Words and Phrases
- Adverb Phrases
- Adjective Phrases
- Prepositional Phrases
- Subordinating Clauses

FIVE TYPES OF WORDS THAT BEGIN INTRODUCTIONS (THE TAAPS WORDS)

- Transitions
- Adverbs
- Adjectives
- Prepositions
- Subordinating Conjunctions

TRANSITION WORDS AND PHRASES

Tie together sentences or paragraphs gracefully.

Examples: First, Nevertheless, In fact, After all

Example sentence: **Next**, turn left at the traffic light.

INTRODUCTORY ADVERB PHRASE

Begins with an adverb

Adverb: A word that tells more about a verb or how an action is done

Example adverbs: quickly, carefully, happily, slowly

Example adverb phrases: Quickly running through the grass

Example sentence: **Happily singing**, Jason washed the dishes.

INTRODUCTORY ADJECTIVE PHRASE

Begins with an adjective

Adjective: A word that tells more about a noun

Example adjectives: purple, flowing, pretty, tiny, bright

Example adjective phrase: Happy and pleased,

Example sentence: **Sad and disgusted**, the coach asked the player why he was late.

INTRODUCTORY PREPOSITIONAL PHRASE

Begins with a preposition

Preposition: A word that tells location, direction, or time

Example prepositions: Into, over, under, next to, after, during

Example prepositional phrases: To the store, In the water

Example sentence: Before the game, Barbara and Dave had a party.

INTRODUCTORY DEPENDENT CLAUSE

Begins with a subordinating conjunction & has a subject and a verb

Subordinating conjunction: a word that introduces a dependent clause

Example subordinating conjunctions: unless, even though, since, because

Example dependent clause: If you are late,

Example sentence: When the band plays our song, I want to dance.

COMMA RULE

A comma is used to separate an introductory word or phrase from the rest of the sentence

REMEMBER THE COMMA RULE

Commas Like to Introduce

BE CAREFUL!

- Be sure to find the whole introductory phrase or clause before putting in a comma

REMEMBER THE STEPS FOR CHECKING FOR THIS RULE

1. Look for a TAAPS Word
2. Check for the WHOLE phrase
3. Put a comma after the word or phrase

EXAMPLE

Transition Words

Additionally	Last	Second
Again	Lastly	Similarly
Also	Later	Simultaneously
At last	Likewise	Soon
Besides	Meanwhile	Specifically
Consequently	Moreover	Still
Finally	Naturally	Then
First	Nevertheless	Thereafter
Further	Next	Therefore
Furthermore	Nonetheless	Third
Immediately	Now	Thus
In contrast	Particularly	
Indeed	Presently	

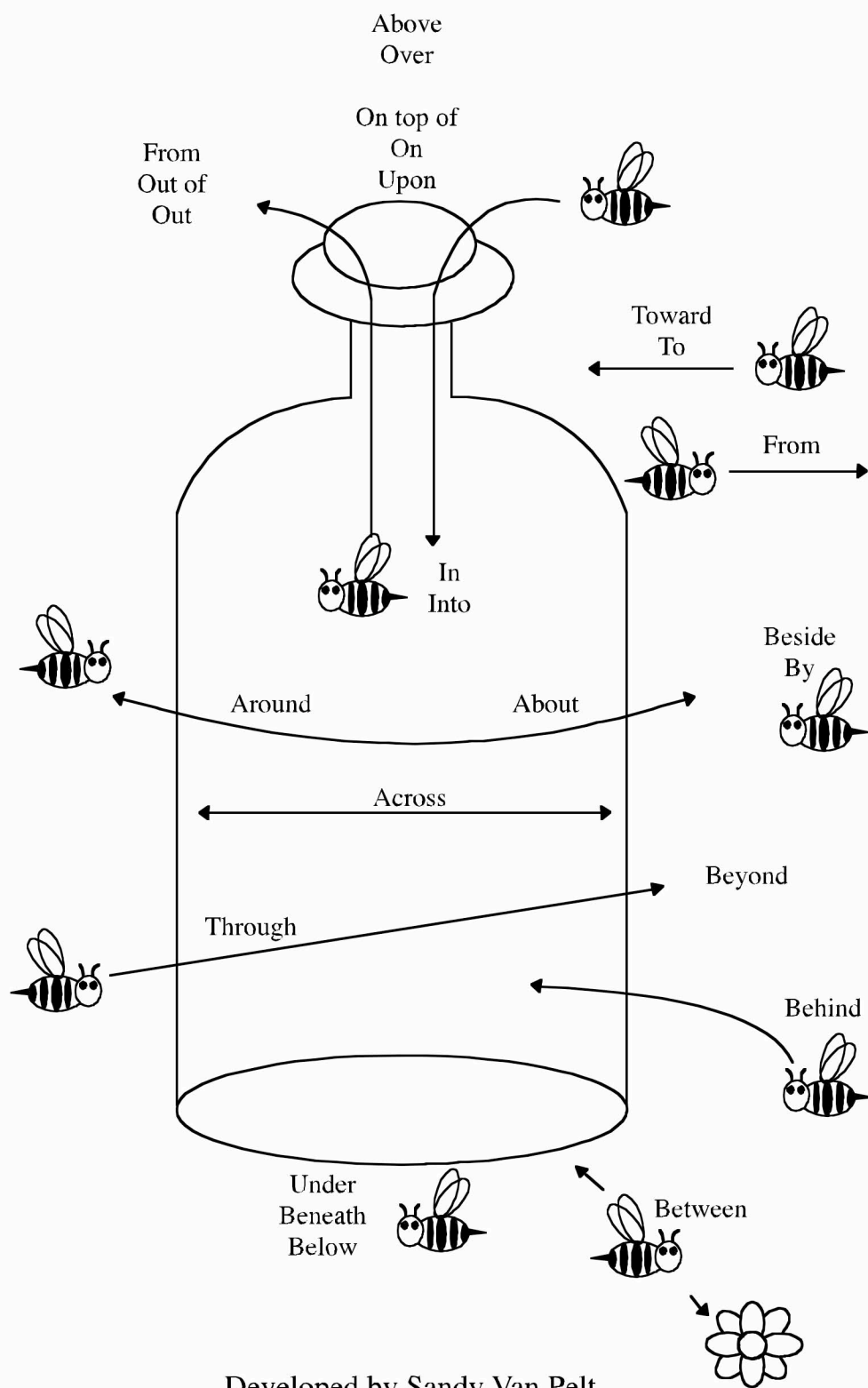
EXAMPLE ADVERBS

Accurately	Exuberantly	Quickly
Adversely	Furiously	Quietly
Beautifully	Fully	Restlessly
Boldly	Graciously	Steadily
Brightly	Happily	Slowly
Curiously	Hungrily	Suddenly
Cunningly	Hurriedly	Softly
Cautiously	Joyously	Sadly
Carefully	Jubilantly	Somberly
Courageously	Joyfully	Studiously
Daringly	Mostly	Tenderly
Delightfully	Noisily	Terribly
Dashingly	Naturally	Wistfully
Enthusiastically	Nastily	Wickedly
Energetically	Never	Wantonly
Evenly	Often	Zealously
Erratically	Overly	

EXAMPLE ADJECTIVES

Big	Good	Mushy	Somber
Bold	Great	Milky	Slender
Bright	Gracious	Manly	Small
Beautiful	Goofy	Numerous	Terrible
Brassy	Gangly	Noisy	Tan
Cold	Happy	Naked	Tight
Cunning	Huge	Oppressive	Tall
Curious	Hungry	Opulent	Uneven
Cautious	Hefty	Pretty	Vacant
Careful	Injured	Petite	Worn
Daring	Joyous	Picky	Withered
Delightful	Jubilant	Porky	Watery
Dashing	Joyful	Quirky	Wacky
Enthusiastic	Jaded	Quiet	Wistful
Energetic	Lopsided	Risky	Young
Eager	Large	Rude	Youthful
Exuberant	Little	Silky	Zestful
Fat	Lanky	Sweet	
Full	Many	Sullen	
Fun	Musical	Sad	

A BEE FLIES _____ THE BOTTLE



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EXAMPLE PREPOSITIONS

About	Between	Out
Above	By	Outside
Across	Beyond	Over
After	Down	Past
Afterwards	During	Since
Against	Except	Through
Along	For	Throughout
Alongside	From	To
Amid	In	Toward
Among	Inside	Under
Around	Into	Underneath
At	Like	Until Unto
Before	Near	Up
Behind	Of	Upon
Below	Off	With
Beneath	On	Within
Beside	Onto	Without

EXAMPLE SUBORDINATING CONJUNCTIONS

If

Because

Although

Unless

Whenever

When

Where

How

However

Why

Since

NOTES FOR LESSON #2

COMMAS LIKE TO HANG IN GROUPS

FIVE TYPES OF WORDS THAT APPEAR IN SERIES (THE NAAV WORDS)

- Nouns
- Adjectives
- Adverbs
- Verbs

EXAMPLE NOUNS IN A SERIES

Nouns: Words that represent people, places, things

Example Noun Group: Ball, bat, and glove

Example Sentence: I put the ball, bat, and glove in the trunk.

EXAMPLE ADJECTIVES IN A SERIES

Adjectives: Words that tell more about or describe a noun

Example Adjective Group: Pretty, red, fresh

Example Sentence: Jenny put the vase of pretty, red, fresh flowers on the table.

EXAMPLE ADVERBS IN A SERIES

Adverbs: Words that tell more about a verb.

Example Adverb Group: Softly, carefully, and soothingly

Example Sentence: Softly, carefully, and soothingly singing, Patrick put the baby to bed

EXAMPLE VERBS IN A SERIES

Verbs: Words that represent a state of being or mental or physical actions

Example Verb Group: Ran, dove, and swam

Example Sentence: Jackson ran across the dock, dove into the water, and swam across the lake.

COMMA RULE

Commas are used to separate three or more items in a series

REMEMBER THE COMMA RULE

Commas Like to Hang in Groups

BE CAREFUL!

- Don't use a comma if there are only two items
- Don't use a comma after the last item

REMEMBER THE STEPS FOR CHECKING FOR THIS RULE

1. Look for "and" or "or"
2. Check for three or more NAAV Words in a series
3. Put in commas to separate the items

NOTES FOR LESSON #3

COMMAS LIKE TO MAKE A MATCH

INDEPENDENT CLAUSE

A group of words that

- contains a subjects and a verb
- Can stand alone as a complete sentence
- Makes sense

EXAMPLE INDEPENDENT CLAUSES

The boy in the store

Sang the song

The storm

NOTE INDEPENDENT CLAUSES

The boy walked to the store.

Patty sang the song well.

A storm is coming today.

COMPOUND SENTENCE

A group of words that has two or more independent clauses.

EXAMPLE COMPOUND SENTENCES

The boy walked to the store, and he bought milk.

Patty sang the song well, so the people clapped.

A storm is coming today, but we have to play the game.

THE COMMA RULE

A comma is used before a coordinating conjunction to join two independent clauses.

THE COORDINATING CONJUNCTIONS

For

And

Nor

But

Or

Yet

So

REMEMBER THE COORDINATING CONJUNCTIONS

FAN BOYS

REMEMBER THE COMMA RULE

Commas Like to Make a Match

BE CAREFUL!!

Watch out for sentences in which the FAN BOYS Words are not used between two independent clauses.

Do not use a comma in these sentences.

REMEMBER THE STEPS FOR CHECKING FOR THIS RULE

Look for a FAN BOYS Word

Check for two Independent Clauses

Put a comma before the FAN BOYS Word.

NOTES FOR LESSON #4

COMMAS LIKE TO TAKE OUT TRASH

TWO TYPES OF TRASH

Appositives
Nonrestrictive Clauses

APPOSITIVE

A word or group of words that:

- Repeat information already in the sentence
- Contain different words than those already in the sentence
- Add a bit of information not really needed

EXAMPLE SENTENCES WITH APPOSITIVES

My brother, **Jesse**, loves to play soccer.

Frank, **my father's dad**, was a short man.

Please give this book to Paula, **Sean's wife**.

NONRESTRICTIVE CLAUSE

A group of words that:

- Begins with "who" or "which"
- Contains not needed information

EXAMPLE SENTENCES WITH NONRESTRICTIVE CLAUSES

The boys, who had on T-shirts, watched TV all day.

They left the food in the hot car, which is blue.

COMMA RULE

Commas separate repeated or not needed information from the rest of the sentence.

REMEMBER THE COMMA RULE

Commas Like to Take out Trash

BE CAREFUL!

- Watch for restrictive clauses that begin with "who" or "which" that add important information to the sentence. Do not use commas with restrictive clauses.

Example: Get the money from the boy **who is wearing the purple shirt**.

- Never use a comma with a clause starting with the word "that."

Example: The ball **that is on the table** cost ten bucks.

REMEMBER THE STEPS FOR CHECKING FOR THIS RULE

1. Look for an appositive or a nonrestrictive clause.
2. Check that the information is not needed.
3. Add a comma before the not-needed information.
4. Put a comma at the end of the information unless there is a period.

COORDINATING CONJUNCTIONS

THE “FAN BOYS”

Coordinating conjunctions are used to join two independent clauses with the help of a comma. There are seven coordinating conjunctions. They can be remembered by using the phrase “FAN BOYS.” Each word can be used following a comma to “make a match” between two independent clauses. The coordinating conjunctions and their meanings are listed below:

FOR

When “for” is used as a coordinating conjunction, it means “because.” In the example below, the second independent clause gives a reason for the first clause.

Jean took Jesse to the doctor, for he had broken his leg.

Jean took Jesse to the doctor because he had broken his leg. The broken leg is the reason for going to the doctor.

AND

When “and” is used as a coordinating conjunction, it means “in addition.” Here’s an example:

The boys went to the movies, and they ate popcorn.

In this example, the boys ate popcorn in addition to going to the movies.

NOR

When “nor” is used as a coordinating conjunction, it means “neither.” It is used to join two negative statements. Here’s an example:

The girls did not buy food, nor did they buy drinks.

In this example, the girls did not buy food. They did not buy drinks. These two statements have been joined with “nor.”

BUT

When “but” is used as a coordinating conjunction, it means that there is an exception or a contradiction. Here’s an example:

Jack hurt his back, but he worked all day.

In this example, even though Jack hurt his back, he continued to work. This is a contradiction. The second clause is contrary or against the first.

OR

When “or” is used as a coordinating conjunction, it means that there is a choice involved. Either the first independent clause or the second independent clause can be chosen. Here’s an example:

You need to do your homework, or you will have to stay home.

In this example, you can choose to do homework or you can choose to stay home.

YET

When “yet” is used as a coordinating conjunction, it means that there is an exception or contradiction (like “but”). Here’s an example:

Donna worked hard writing the book, yet it did not sell.

In this example, even though Donna worked hard, her book did not sell. This is a contradiction. The second clause is contrary to the first.

SO

When “so” is used as a coordinating conjunction, it means “as a result.” It shows that the second clause is a result of the first clause. Here’s an example:

Patty studied for two days, so she could pass the test.

In this example, A passing score on the test is the result that can come from studying hard.

NOTES FOR LESSON 5

COMMAS LIKE TO BE IN CONVERSATIONS

COMMA RULE

Commas are used to separate the actual words people say from the rest of the sentence

QUOTATION MARKS

- Are punctuation marks that look like commas but are used in pairs
- Enclose the words actually said
- Are placed above the words actually said

THREE TYPES OF QUOTATIONS

- At the beginning of a sentence
- At the end of a sentence
- At the beginning *and* end of a sentence (split in the middle)

PHRASE TO REMEMBER: Beginning IN; end OUT

- When the quotation is at the *beginning* of a sentence, put the comma **IN**side the quotation marks
- When the quotation is at the *end* of a sentence, put the comma **OUT**side the quotation marks

EXAMPLES OF QUOTATIONS AT THE BEGINNING OF A SENTENCE

“Stop that,” Peter pleaded.

EXAMPLES OF QUOTATIONS AT THE END OF A SENTENCE

Peter pleaded, “Please stop what you’re doing.”

EXAMPLES OF QUOTATIONS AT THE BEGINNING & END OF A SENTENCE

“Stop that,” Peter pleaded, “before someone gets hurt.”

BE CAREFUL!

- Quotations are always the exact word a person says.
- The word “that” might be a signal that the exact words are NOT being shown.

EXAMPLES OF SENTENCES NOT USING THE EXACT WORDS

Peter asked his friend to stop what he was doing before he hurt someone.

REMEMBER THE STEPS FOR CHECKING FOR THIS RULE

1. Look for quotation marks.
2. Make sure there are other words in the sentence.
3. Add a comma to separate each quotation from the rest of the sentence (Beginning IN; end OUT)

NOTES FOR LESSON 6

COMMAS LIKE TO BE IN ADDRESSES, DATES, AND SALUTATIONS

WHEN WRITING ADDRESSES IN SENTENCES, SEPARATE:

- A street name from a city name (e.g., 123 Lilac Lane, Trenton)
- A town or city name from the state name (e.g., Trenton, New Jersey)
- A state name from the country name (e.g., New Jersey, United States of America)

SIGNAL WORDS FOR STREET NAMES

Road	Street	Avenue	Terrace	Circle
Court	Drive	Place	Way	Lane

BE CAREFUL!

- Never use a comma to separate a state from a zip code.
- Only use a comma when a street name is IMMEDIATELY followed by a town name.
- Only use a comma when no word separates the names of parts of the address from each other.
- Use a comma to separate an address in the middle of a sentence from the end of the sentence.

EXAMPLES OF COMMAS IN ADDRESSES

- My parents live at 1450 Beverly Drive, Anaheim, California 92801.
- My sister lives on Rachel Circle in Escondido, California.
- I plan to fly to San Diego, California, next month to attend a friend's graduation.

WHEN WRITING DATES, SEPARATE:

- The name of the day from the name of the month (e.g., Monday, February 21)
- The number of the day from the year (e.g., February 21, 2005)

BE CAREFUL!

- Never separate the name of the month from the number of the day (e.g., February 21).
- Only use a comma to separate the parts of a date if an exact date is used.
- Use a comma to separate an exact date in the middle of a sentence from the end of the sentence.

EXAMPLES OF COMMAS IN DATES

- I will fly to California on Friday, May 27, 2005, to attend Ben's graduation.
- Peter hopes to visit Europe in August 2007.

WHEN WRITING SALUTATIONS IN LETTERS AND EMAILS, SEPARATE:

- The greeting from the body of the message

EXAMPLES OF COMMAS IN SALUTATIONS

- Dear Mom, Thanks so much for sending the care package.
- Hi Russ, Hope you're feeling well.

MEMORY TOOL

Think of the word "ADS" as a way to remember **A**ddresses, **D**ates, and **S**alutations.

REMEMBER THE STEPS FOR CHECKING FOR THIS RULE

1. Look for the signal words.
2. Make sure there is more than one part of addresses and exact dates.
3. Separate the parts with the commas.
4. Separate the address, date, or salutation from the end of the message.