



# Revision Guides

# Comma Use



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# Introduction..

Comma is a punctuation mark (,) indicating a pause between parts of a sentence.

The comma is used in many contexts and languages, now we know that, mainly to separate parts of a sentence such as clauses, and items in lists, particularly when there are three or more items listed.

Commas customarily indicate a brief pause; they're not as final as periods.

# Rules...

## Use Comma ..

**To separate each item in a series; a series is a group of three.**

**To indicate Direct address, depending upon its placement within the sentence.**

**To write a dialogue, which is a conversation between two or more people.**

**To write Dates, addresses, numbers and Titles...**

# TASC Tips -

Read a sentence out loud to see if you hear a pause.

Before you insert a comma, be sure that you can base your decision on a comma rule.



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