

WHERE TO USE A COMMA

⇒ Five clear positions inside a sentence ⇒



1. In a List

Separate three or more items



We bought bread, milk, rice, and eggs.



2. After an Introduction

Separate the opening from the main sentence

After the lesson, we went to the library.

After the lesson, we went to the library.



3. Between Complete Clauses

Use before FANBOYS when both sides are complete

The bus was late, so we took a taxi.



4. Around Extra Information

Use two commas around removable information

My aunt, who lives in Multan, is a doctor.



5. In Direct Address

Separate the person being spoken to

Please sit down, Hamza.

Hamza



A comma shows sentence structure—
not every spoken pause.



COMMA OR NO COMMA?

Three decisions that prevent common mistakes

1. Extra or Essential?



Remove it.
Sentence
still makes sense.

Extra Information

My cousins, who live in Karachi, are visiting.

✓ All my cousins live in Karachi.



Identifies the
specific people.

Essential Information

My cousins who live in Karachi are visiting.

Identifies which cousins

✓ Only those cousins are visiting.

2. Clause First or Clause Last?



Clause First

When the bell rang, everyone left.

Opening clause → 9 → Main clause

Introductory
clause

↓
comma



Clause Last

Everyone left when the bell rang.

Main clause → when the bell rang

Main clause
first

↓
usually no comma

3. Never Break These Pairs

The students in the front row, asked questions.



The students in the front row asked questions.



She ordered, a cup of tea.



She ordered a cup of tea.



The shop was closed, we returned home.



The shop was closed; we returned home.



Do not separate a subject from its
verb or a verb from its object.

