

## REVISION OF PUNCTUATION

### Commas

#### A quick reminder:

In our writing, we use **commas** to show a short pause.

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Here are some examples:

*Brooke's room was a shambles.*

*Her mother and father were in there, doing their best to comfort her.*

*The floor was covered with soft toys, books and ripped up posters.*

*Most terrible of all, her prized collection of dolls were lying everywhere.*



From *Fancy Dress Fiend*, Mystery stories

*Brooke's father got up and said, "Everyone out."*

#### Some rules for using commas

**Rule 1:** A comma is used to show a pause.

*Her mother and father were in there, doing their best to comfort her.*

**Rule 2:** A comma is used to mark an introductory word or phrase.

*Most terrible of all, her prized collection of dolls were lying everywhere.*

**Rule 3:** A comma is used to separate items in a list.

*The floor was covered with soft toys, books and ripped up posters.*

**Rule 4:** A comma is used before or after direct speech.

*Brooke's father got up and said, "Everyone out."*

### EXERCISE 1

Put commas in these sentences about the story *The Fancy Dress Fiend*. Each one has a clue telling you which rule it uses.

1. It was clear where the noise was coming from Brooke's room. (Rule 1)
2. Knocking politely at the front door Sally went in. (Rule 2)
3. A group of children were standing in the hall looking shaken. (Rule 1)
4. Now the children all trooped out into the lounge room. (Rule 2)
5. Dean wore a cloak a pointy tail and a devil mask. (Rule 3)
6. "The party started at six o'clock " said Mrs Taylor, (Rule 4)
7. Billy had on cowboy pants a brown jacket and a cowboy hat. (Rule 3)
8. Paul was a pirate with a toy parrot stuck to his shoulder. (Rule 1)
9. Sarah's costume was a yellow skirt blue top and red headband. (Rule 3)
10. "Anyone could have done it " said Sally. (Rule 4)

### EXERCISE 2

The following sentences each need commas. Can you put them in?

1. Once upon a time there was a beautiful princess whose skin was as white as snow.
2. Dad asked "Can we hurry up and get in the car please?"
3. Linda went to the shop and bought bread milk honey sweet biscuits sugar and the newspaper.
4. On our trip to the zoo we saw lions tigers giraffes gorillas and lots of other animals.
5. "We are having a special visitor today " said the principal Mr Brown.

6. My interests are netball jogging gardening going to movies with my friends and cycling.
7. “You didn’t you do your homework again” said Ms Pinola. “It’s really not good enough ”  
she added.
8. During the night we heard some loud thunder.