

# English Punctuation

Commas

Review My Text

# Lists

→ It's used to separate items in a list of three or more.

Example: *Our company sells laptops, printers and smartphones.*



# Lists - Oxford comma

- The Oxford comma or serial comma is present before *and* in a list with three or more items.
- It's commonly used in American English. In British English, only if necessary to clarify the sentence.

Example: *We export to Spain, Italy, and Angola.*

# With non-essential clauses

→ A comma is added before and after a non-essential clause.

Example: *The client I was supposed to meet tomorrow, a shoe manufacturer, has postponed to next week.*



# With dependent clauses

→ When a dependent clause precedes the main clause, you add a comma between the two.

Example: *When I was at the airport waiting for my flight, I found a former client.*



# With introductory clauses

→ You use a comma between an introductory clause and the rest of the sentence

Example: *After arriving at the office*, I went straight to the meeting room.



# Between independent clauses

→ Join two independent clauses with a comma and a coordinating conjunction.

Example: *Our company is the leading manufacturer of electronic components, and we received two prizes of excellence this year.*



# Between adjectives

➔ A comma is added between coordinate adjectives but not between cumulative adjectives.

Examples:

Our company has bought new equipment that is **fast**, **reliable** and modern.

We need a **long wooden** table for the meeting room.





# With relative clauses

→ A comma is added before and after relative clauses.

Example: *Our General Manager, who has been in the company for 20 years, has just been promoted to Managing Director.*



## → American English:

- January 23, 2021
- Friday, March 6th, 2021 (if part of a sentence, a comma is added after the date as well)
- March 2021

## → British English:

- 23 January 2021
- Friday, 6 March 2021 (if part of a sentence, a comma is added after the date as well)
- March 2021

# Numbers

→ Long numbers:

76,639,654

\$2,500

4,198,456.05

→ Exceptions:

Years, street numbers and page numbers.



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