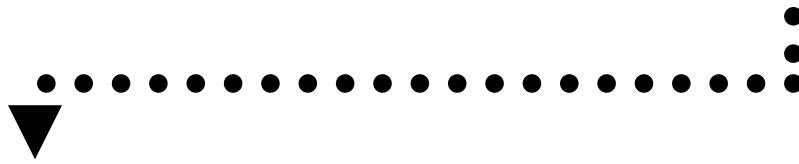


COMMA TIP 4



Know when to use a comma with *and*.

Only three patterns in writing require *and*.

Pattern 1 - Joining two main clauses

First, you can use *and* to connect two main clauses¹. In this pattern, you should *always* use a comma.

MAIN CLAUSE + , + and + MAIN CLAUSE .

My dog Floyd sleeps on the bed, *and* my cat Buster naps in the bathtub.

A stack of dirty dishes fills the kitchen sink, *and* a pile of damp towels litters the bathroom floor.

Pattern 1 works with all of the coordinating conjunctions: *for*, *and*, *nor*, *but*, *or*, *yet*, and *so*.

Pattern 2 - Joining any two units *except* main clauses

You can also use *and* to connect any *two* items. These items can be any grammatical unit *except* main clauses. When you have only two items, you do not need a comma with *and*.

ITEM + Ø + and + ITEM

My dog Floyd has too many fleas *and* too much hair.

Buster, my cat, enjoys knocking glasses off of the kitchen counter *and* dragging toilet paper streamers through the house.

Pattern 2 also works with *but*, *nor*, *or*, and *yet*.

Pattern 3 - Joining three or more items in a series

When you have three or more items in a series, you should use a comma with the *and* that connects the last item.

ITEM + , + ITEM + , + and + ITEM

¹ A main clause follows this pattern: **subject + verb = complete thought**. Every sentence must contain at least one main clause.

My computer needs more RAM, a faster Pentium processor, **and** a color printer.

George has bad breath, no money, **and** an annoying mother, but Sherry Lynn still wants to date him.

Pattern 3 also works with **but**, **nor**, **or**, and **yet**.

Quick Test

Directions: Add commas where they are necessary.

1. Tony wanted to order a pizza from Papa John's and some Peking duck from Lam's Garden.
2. Debbie rushed to get the report typed and Martha frantically answered the phones.
3. I don't know when to leave my credit card at home and when to say no to a Big Mac with fries.
4. When Mike took his Toyota to the dealership, the mechanics wanted to put in a new starter, replace his shocks and overhaul the transmission.
5. Because George snores to wake the dead and because Fuzzball, the dog, barks at the slightest sound, Alice never gets a good night's sleep.



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