

1. To separate items in a series: (with the use of a conjunction*)
 - a. **Sara, Amanda, and Dorian** all work at the Writing Center.
 - b. The Writing Center can help you with your **thesis, organization, and development**.
 - c. Brianna wrote an **excellent, thought-provoking** essay. (No use of conjunction here – the comma separates two adjectives.)
2. To set off introductory material:
 - a. **Noisily**, the squirrel ran across the roof of the house.
 - b. **Just to annoy me**, she didn't take any notes during class.
 - c. **Although it was hot outside**, the gardener worked all day long.
3. On both sides of interrupters: (An interrupter is a phrase that adds information to the sentence but isn't necessary.)
 - a. I think, **my dear, that** we took a wrong turn at Albuquerque.
 - b. The paper, **revised and edited**, received a better grade.
 - c. We knew, **of course**, that we were right.
4. Between two complete thoughts joined by a conjunction:
 - a. She said I could either redo the paper or fail the class, **but** I decided to write a letter to the dean instead.
 - b. I have moved eleven times during my school-age years, **yet** I have maintained many personal relationships.
5. With direct quotations:
 - a. "If you don't have anything nice to say," Sara said, "don't say anything at all."
 - b. Audrey leaned over and whispered angrily, "Be quiet!"
 - c. "I'm allergic to cats," said Madeleine, sneezing.

NOTE: Punctuation *always* goes inside the quotation marks.

6. With everyday material like dates, addresses, numbers, etc:
 - a. Dates: The surprise birthday party will be on **June 21, 2006**.
 - b. Addresses: My sister lives at **22 Gee Love Lane, Anywhere, South Carolina 29579**.
 - c. In letters: Dear Sara,
Sincerely,
 - d. Numbers: She has a total of **\$88,000** in her bank accounts.

* Conjunctions are: and, but, for, nor, or, so, yet