



# the Comma

1<sup>st</sup>

the punctuation mark



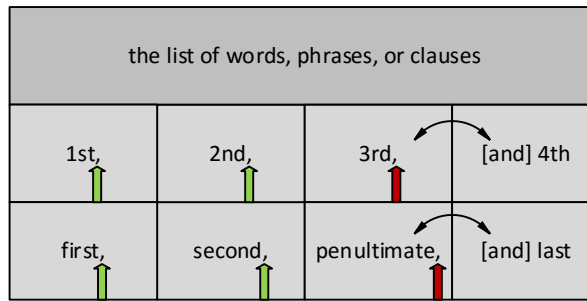
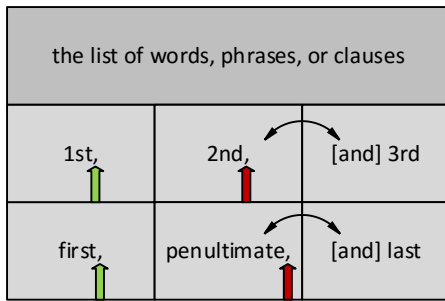
## Usage

1 <sup>st</sup> the comma		
tag:	usage:	emphasis:
1 <sup>st</sup> P1.1	is used to separate – if need be – <b>main, coordinate, or subordinate</b> elements, e.g. <input type="checkbox"/> <b>the main clause</b> from <input type="checkbox"/> the coordinate clause or <input type="checkbox"/> coordinate clauses, <input type="checkbox"/> the subordinate clause [i.e. typically when <input type="checkbox"/> the subordinate clause precedes <input type="checkbox"/> <b>the main clause</b> ] or <input type="checkbox"/> subordinate clauses, or <input type="checkbox"/> the subordinate phrase/word or <input type="checkbox"/> subordinate phrases/words	Ⓒ clause or ⒹⒺ phrase/word
1 <sup>st</sup> P1.2	is used to separate <b>items</b> in the list	Ⓓ list
1 <sup>st</sup> P1.3	is used to separate <b>adjectives</b> from each other	Ⓐ adjective
1 <sup>st</sup> P1.4	is used to separate <b>adverbs/adverbials</b> from the clause and/or each other	Ⓐ adverb or Ⓐ adverbial
1 <sup>st</sup> P1.5	is used to separate <b>question tags</b>	Ⓒ question tag
1 <sup>st</sup> P1.6	is used to separate <b>vocatives</b>	Ⓥ vocative
1 <sup>st</sup> P1.7	is used to show the omission of a word or words in the text	Ⓒ omission
1 <sup>st</sup> P1.8	is used to separate discourse markers (also known as ‘fillers’ or ‘pragmatic particles’)	ⒹⒺ discourse marker
1 <sup>st</sup> P1.9	is used with the inverted commas or the double inverted commas to separate reported direct speech (also known as ‘reported direct discourse’) from original direct speech (also known as ‘original direct discourse’) [if no question mark or no exclamation mark is used]	ⒷⒹⓈ reported direct speech / ⒸⒹⓈ original direct speech
1 <sup>st</sup> P1.10	is used to separate the day of the month and the month from the year	Ⓒ date

A comma is a punctuation mark that **1<sup>st</sup> P1.1** is used to separate – if need be – **main, coordinate, or subordinate** elements, e.g.  **the main clause** from  the coordinate clause or  coordinate clauses,  the subordinate clause [i.e. typically when  the subordinate clause precedes  **the main clause**] or  subordinate clauses, or  the subordinate phrase/word or  subordinate phrases/words; **1<sup>st</sup> P1.2** is used to separate items in the list; **1<sup>st</sup> P1.3** is used to separate **adjectives** from each other; **1<sup>st</sup> P1.4** is used to separate **adverbs/adverbials** from the clause and/or each other; **1<sup>st</sup> P1.5** is used to separate question tags; **1<sup>st</sup> P1.6** is used to separate vocatives; **1<sup>st</sup> P1.7** is used to show the omission of a word or words in the text; **1<sup>st</sup> P1.8** is used to separate discourse markers (also known as ‘fillers’ or ‘pragmatic particles’); **1<sup>st</sup> P1.9** is used with the inverted commas or the double inverted commas to separate reported direct speech (also known as ‘reported direct discourse’) from original direct speech (also known as ‘original direct discourse’) [if no question mark or no exclamation mark is used]; or **1<sup>st</sup> P1.10** is used to separate the day of the month and the month from the year.

## the Oxford Comma

The Oxford comma (also known as ‘the serial comma’ or ‘the Harvard comma’) is the punctuation mark which can be placed between the penultimate word, phrase, or clause in the list and the last word, phrase, or clause in the list.



## Examples

tag:	examples:	emphasis:
1 <sup>st</sup>	P1.1 He is drinking coffee, and she is drinking tea.	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;">           © clause or © phrase/word         </div>
1 <sup>st</sup>	P1.1 He was smoking a cigarette, thinking deeply about his life.	
1 <sup>st</sup>	P1.1 While their mother was cooking dinner, the children were watching television.	
1 <sup>st</sup>	P1.1 If you want one, I can buy it for you.	
1 <sup>st</sup>	P1.1 Although I do not have much money, I can lend you some.	

### usage:

is used to separate – if need be – **main**, **coordinate**, or **subordinate** elements, e.g. □ the main clause from □ the coordinate clause or □ coordinate clauses, □ the subordinate clause [i.e. typically when □ the subordinate clause precedes □ the main clause] or □ subordinate clauses, or □ the subordinate phrase/word or □ subordinate phrases/words

tag:	examples:	emphasis:
1 <sup>st</sup>	P1.2 I have bought <u>apples</u> , <u>pears</u> , and <u>bananas</u> .	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;">           © list         </div>
1 <sup>st</sup>	P1.2 On the table were <u>some books</u> , <u>pencils</u> , and <u>a gun</u> .	
1 <sup>st</sup>	P1.2 Would you like <u>tea</u> , <u>coffee</u> or <u>something else</u> ?	
1 <sup>st</sup>	P1.2 I need an <u>eraser</u> , <u>a pencil</u> , and <u>some paper</u> .	
1 <sup>st</sup>	P1.2 I like <u>pasta</u> , <u>fruits</u> , and <u>vegetables</u> .	

### usage:

is used to separate items in the list

tag:	examples:	emphasis:
1 <sup>st</sup>	P1.3 She is <u>beautiful</u> , <u>energetic</u> , and very <u>talented</u> .	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;">           @ adjective         </div>
1 <sup>st</sup>	P1.3 The <u>big</u> , <u>angry</u> dog chased the <u>little</u> , <u>scared</u> cat.	
1 <sup>st</sup>	P1.3 <u>Frightened</u> , <u>hungry</u> , and <u>wet</u> , the girl kept on walking.	
1 <sup>st</sup>	P1.3 Looking around, the captain could only see the <u>vast</u> , <u>calm</u> , <u>blue</u> ocean.	
1 <sup>st</sup>	P1.3 They were <u>happy</u> , so <u>happy</u> .	

### usage:

is used to separate **adjectives** from each other

tag:	examples:	emphasis:
1 <sup>st</sup>	P1.4 <u>Tomorrow</u> , I will come to see you.	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;">           @ adverb or @ adverbial         </div>
1 <sup>st</sup>	P1.4 <u>Fortunately</u> , nobody was hurt in the accident.	
1 <sup>st</sup>	P1.4 <u>Slowly</u> , I began to understand his unusual philosophy.	
1 <sup>st</sup>	P1.4 <u>However</u> , I don't see the point.	
1 <sup>st</sup>	P1.4 <u>Shyly</u> , <u>quietly</u> , almost <u>tenderly</u> , the girl began to speak.	

### usage:

is used to separate **adverbs/adverbials** from the clause and/or each other

tag:	examples:	emphasis:
1 <sup>st</sup>	P1.5 I cannot do that, <u>can I</u> ?	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;">           © question tag         </div>
1 <sup>st</sup>	P1.5 You haven't told him, <u>have you</u> ?	
1 <sup>st</sup>	P1.5 You are not, <u>are you</u> ?	
1 <sup>st</sup>	P1.5 Your name is James, <u>is it not</u> ?	
1 <sup>st</sup>	P1.5 You are looking for me, <u>are you not</u> ?	

### usage:

is used to separate **question tags**

tag:	examples:	emphasis:
1 <sup>st</sup> P1.6	'Hello, <u>darling</u> ,' he said.	Ⓥ vocative
1 <sup>st</sup> P1.6	Yes, that's right, <u>mum</u> .	
1 <sup>st</sup> P1.6	Will you help me, <u>Irene</u> ?	
1 <sup>st</sup> P1.6	Come on, <u>Alex</u> – do it!	
1 <sup>st</sup> P1.6	<u>Dad</u> , I will come to see you after work.	
usage:		
is used to separate vocatives		

tag:	examples:	emphasis:
1 <sup>st</sup> P1.7	I, robot. (= I <u>am a</u> robot.)	Ⓞ omission
1 <sup>st</sup> P1.7	I see you: you, me. (= I see you: you <u>see</u> me.)	
1 <sup>st</sup> P1.7	He was drinking coffee, and she, tea. (= He was drinking coffee, and she <u>was drinking</u> tea.)	
1 <sup>st</sup> P1.7	My name is Chris, and his, David. (= My name is Chris, and his <u>name is</u> David.)	
1 <sup>st</sup> P1.7	I'll dance with Rita, and you, with Jessica. (= I'll dance with Rita, and you'll <u>dance</u> with Jessica.)	
usage:		
is used to show the omission of a word or words in the text		

tag:	examples:	emphasis:
1 <sup>st</sup> P1.8	<u>I mean</u> , I don't know.	ⓉⓂ discourse marker
1 <sup>st</sup> P1.8	<u>Well</u> , I think so.	
1 <sup>st</sup> P1.8	<u>Actually</u> , I like him.	
1 <sup>st</sup> P1.8	<u>Believe it or not</u> , I won five hundred.	
1 <sup>st</sup> P1.8	<u>Now now</u> , that's not how you do it.	
usage:		
is used to separate discourse markers (also known as 'fillers' or 'pragmatic particles')		

tag:	examples:	emphasis:
1 <sup>st</sup> P1.9	'I love you,' she said.	ⓇⓈⓃ reported direct speech / ⓇⓈⓃ original direct speech
1 <sup>st</sup> P1.9	'I see what you mean,' he answered, looking at her.	
1 <sup>st</sup> P1.9	'Do it yourself then!' she snapped.	
1 <sup>st</sup> P1.9	'I don't know the answer,' he said.	
1 <sup>st</sup> P1.9	'He said, "What's your name?" and smiled at me,' the young lady said to her mother, wincing.	
usage:		
is used with the inverted commas or the double inverted commas to separate reported direct speech (also known as 'reported direct discourse') from original direct speech (also known as 'original direct discourse') [if no question mark or no exclamation mark is used]		

tag:	examples:	emphasis:
1 <sup>st</sup> P1.10	I received your letter on the 2 <sup>nd</sup> of June, 2015.	Ⓡ date
1 <sup>st</sup> P1.10	It happened in August, 1986.	
1 <sup>st</sup> P1.10	March 9, 2014	
1 <sup>st</sup> P1.10	I was born on the 4 <sup>th</sup> of February, 1981.	
1 <sup>st</sup> P1.10	They got married on the 1 <sup>st</sup> of January, 2016.	
usage:		
is used to separate the day of the month and the month from the year		

## Discourse Markers

A discourse marker is a word or a phrase that indicates syntax's/utterance's direction and/or meaning. Discourse markers can include [1] conjunctions (e.g. 'and', 'but', 'or', 'because', 'if', etc.) or [2] words/phrases (known as 'fillers' or 'pragmatic particles') that are outside "the main syntax" (e.g. 'oh', 'well', 'I mean', 'you see', 'believe it or not', 'now now', etc.), thus discourse markers can be inside or outside "the main syntax".

[1] For example, in 'He loves her because she is beautiful.', [9<sup>th</sup> ⓈⓈ] the subordinating conjunction 'because' can be classified as a discourse marker because it indicates syntax's direction, i.e. 'He loves her because...' → 'He loves her because she is beautiful.'. In other words, after [ ] the main clause, i.e. 'he loves her', [9<sup>th</sup> ⓈⓈ] the subordinating conjunction 'because' is used to introduce [ ] the subordinate clause, i.e. 'because she is beautiful', and to indicate that syntax is going towards [ ] the subordinate clause.

[2] In 'Oh, it's you!', the interjection 'oh' can be classified as a discourse marker because it indicates utterance's meaning, i.e. 'Oh...' → 'Oh, it's you!'. In other words, the discourse marker 'oh' indicates the speaker's surprise, i.e. the speaker's statement has the indication of surprise.