

Commas

Where do we use them?

Commas separate items in a list.

These items are sometimes real things. For example:

I need some pens, pencils, paper and a calculator before I start my class.

I must buy some eggs, milk, sugar and tea.

These items are sometimes things you do, or places you go.

For example:

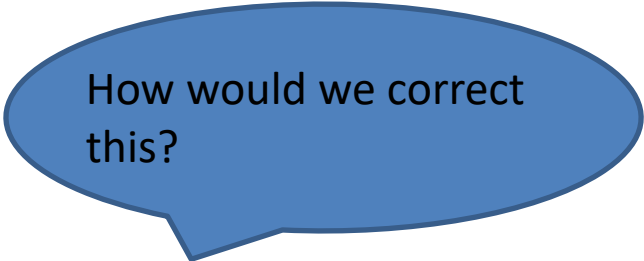
Yesterday I went to work, played badminton, had snails for dinner and then went to bed.

I'm going to spend my holiday relaxing sleeping shopping and eating lots of chocolate.

Beware!!!!

- Always use **and** to separate the last two items on your list.
- Make sure you don't use a comma before the word **and** at the end of your list.
- Don't use commas where you should use a full stop. If the words could stand alone as a proper sentence, then you need to put a full stop or a joining word (and, but) and not a comma. For example:

Yesterday I went to work, I walked the dog, I went shopping and I washed the car.



How would we correct this?

Commas mark out the less important part of a sentence.

The car, which was parked by the light, had a dog in the back seat. This sentence is about the car and the dog, not where the car is parked.

Tony, his parents favourite, was given chocolate cake for dinner. This sentence is about how Tony was given chocolate cake for dinner, not that he was his parents favourite child.

A good way to check this use of commas is to see if the sentence still makes sense if you take out the words within the commas. For example:

The car _ had a dog in the back seat.

Tony _ was given chocolate cake for dinner.

Check that the commas are in the right places.

- Eve needed to take wellies, jeans, jumper, and a woolly hat to the firework display.
- Cameron, who smiled a lot, was very good at telling stories.
- When Imogen woke up she brushed her teeth, she washed her face, she got dressed and she ate her breakfast.
- Liam, who was often talking, realised that he needed to listen in order to become a scientist.

Activity 1: Evaluate and reflect on Oliver Twist chapter 3 that you are reading.

Write 3rd chapter's summary, make sure you write in full sentences and explain your reasons.

Steps to success

- Read/listen to a book carefully.
- Identify key points
- Use commas in your writing.

RECAP **Commas are used in Speech too.**

There are two forms of speech that we use in our writing.

Direct Speech – this is when you write down exactly what the person is saying. You will need to use speech marks.

“I don’t want to eat my cabbage,” Peter grumbled to his mother.

Reported Speech – this is when you are repeating what someone has said. Imagine that you are telling another person what Peter said. You Do not need speech marks. Reported speech is written in the past tense.

Peter told his mum that he did not want to eat his cabbage.

Activity 2 in your book

Have a look at these examples of direct speech. See if you can change them in to reported speech.

Don't just get rid of the speech marks. Make sure you keep the same meaning.

"Can I have another biscuit please?" Mohammed asked his Dad politely.

"Stop thief!" the policeman bellowed.

"I'm not going to football on Monday night because I've got far Too much work to do," Mr Williams said.

Activity 3 in your book

Now, have a look at these examples of reported speech. See if you can change them in to direct speech.

Don't just get add speech marks. Make sure you keep the same meaning.

Hayley shouted at the dog to stop barking.

Mrs Wilson asked the bus driver if he knew what stop was closest to the town centre.

The fireman begged the cat to come down from the tree.