

TABE  
ELA-E  
PAXEN

Unit-2  
Punctuation, Capitalization, and  
Spelling

Lesson-14  
Commas

Some graphics may not have copied well during the Scan Process

# ELA-E-14 Commas

## Lesson 14

## Commas

2.L.2.b — High, 3.L.2.b — High

A comma ( , ) is a punctuation mark that sets off a word, phrase, or clause. Here are some common uses of commas.

- **Use commas to separate elements in a list with three or more items.**

**Examples** Kendall, Patrice, and I had fun. (A comma separates the names of people.)

We went to watch a movie, have lunch, and shop for clothes. (A comma separates the activities.)

- **Use commas to separate elements in addresses and in dates.**

**Examples** My sister lives in Saratoga, New York. (A comma separates the city and state.)

Have you ever been to Acapulco, Mexico? (A comma separates the city and country.)

She moved there on Sunday, May 5, 1982. (Commas separate the day, month, and year.)

- **Use a comma when you speak directly to someone.**

**Examples** Jack, do you want soup?

Do you want soup, Jack?

Let me know, Jack, whether you want soup.

- **Use commas in greetings and closings of letters and emails.**

**Examples** Dear Kaitlin,

I hope you're doing well.

Love,

Mom

### Test Example

1. Read the sentence.

She made salad pasta and cake for us.

Which of these uses commas correctly?

- A. made salad, pasta, and cake for
- B. made salad, pasta, and cake, for
- C. made salad, pasta, and, cake for
- D. made, salad, pasta, and cake for

- A. The three items in the list are salad, pasta, and cake.

# ELA-E-14 Commas

## Practice

- 1 Read the sentence.  
Luis taught us how to sort tag, and store the rugs.
- Which of these uses commas correctly?
- A. to sort, tag and, store the
  - B. to sort, tag, and store, the
  - C. to sort, tag, and, store the
  - D. to sort, tag, and store the

- 2 Read the sentence.  
My problem, Laura is I don't have enough time.
- Which of these uses commas correctly?
- A. problem, Laura, is I
  - B. problem Laura, is I
  - C. problem Laura, is, I
  - D. problem Laura is, I

- 3 Read the sentence.  
Aunt Ellen do you want to come with us?
- Which of these uses commas correctly?
- A. Aunt, Ellen do you
  - B. Aunt, Ellen, do you
  - C. Aunt Ellen, do you
  - D. Aunt Ellen do, you

- 4 Read the sentence.  
Last year, Dee moved to Paris France.
- Which of these uses commas correctly?
- A. moved to Paris, France
  - B. moved, to Paris, France
  - C. moved to, Paris, France
  - D. moved to, Paris France

Read the letter. Use it to answer questions 5 through 7.

[5] Dear Uncle Marco  
I'm writing to you to wish you a happy birthday! I wish you a year of [6] happiness, laughs, and, great memories. Please visit us when you get the chance. We can't wait for you to meet the baby!

[7] All the best  
Your nephew

- 5 Which of these uses commas correctly?
- A. Dear Uncle, Marco,
  - B. Dear, Uncle, Marco,
  - C. Dear Uncle Marco,
  - D. Dear, Uncle Marco

- 6 Which of these uses commas correctly?
- A. happiness, laughs, and great, memories
  - B. happiness, laughs, and great memories
  - C. happiness laughs, and great memories
  - D. happiness, laughs, and, great, memories

- 7 Which of these uses commas correctly?
- A. All the best  
Your, nephew
  - B. All the best,  
Your nephew
  - C. All the best,  
Your, nephew
  - D. All, the best,  
Your nephew

# ELA-E-14 Commas

## Practice 14

## Commas

2.L.2 – High, 2.L.2.b – High, 3.L.2 – High, 3.L.2.b – High

- 1 Read the sentence.  
Asuka did you make a shopping list?  
Which of these uses commas correctly in the underlined section?
- A. Asuka, did, you make
  - B. Asuka, did you make
  - C. Asuka did, you make
  - D. Asuka did you, make

- 2 Read the sentence.  
José Laurie and Odina helped us.  
Which of these uses commas correctly in the underlined section?
- A. José, Laurie and Odina
  - B. José, Laurie, and Odina,
  - C. José Laurie and, Odina
  - D. José, Laurie, and Odina

- 3 Read the sentence.  
Gennie ordered some books online on January 19 2020.  
Which of these uses commas correctly in the underlined section?
- A. on January 19, 2020
  - B. on January, 19, 2020
  - C. on, January 19 2020
  - D. on January, 19 2020

- 4 Read the sentence.  
Kofi do you have experience with cars?  
Which of these uses commas correctly in the underlined section?
- A. Kofi, do you, have experience
  - B. Kofi, do you have, experience
  - C. Kofi do you, have experience
  - D. Kofi, do you have experience

- 5 Read the sentence.  
Tranh got his nurse's license on July 12 2019.  
Which of these uses commas correctly in the underlined section?
- A. on, July, 12 2019
  - B. on July 12, 2019
  - C. on, July 12, 2019
  - D. on, July, 12, 2019

Read the letter. Use it to answer questions 6 through 8.

[6] Dear Miss Shah

Thank you for interviewing me yesterday. I volunteered at a food bank [7] when I lived in Madison Wisconsin. I hope I can work with your food bank.

[8] Sincerely

Otto Nordstrom

- 6 Which of these uses commas correctly?
- A. Dear, Miss Shah
  - B. Dear Miss, Shah
  - C. Dear Miss Shah,
  - D. Dear, Miss, Shah,

- 7 Which of these uses commas correctly?
- A. when I lived in Madison, Wisconsin
  - B. when I lived, in Madison Wisconsin
  - C. when, I lived in Madison, Wisconsin
  - D. when I lived, in Madison, Wisconsin

- 8 Which of these uses commas correctly?
- A. Sincerely, Otto Nordstrom
  - B. Sincerely, Otto Nordstrom,
  - C. Sincerely Otto Nordstrom,
  - D. Sincerely, Otto, Nordstrom

# ELA-E-14 Commas

9

Read the sentence.

Do you have any relatives in New Orleans Louisiana?

Which of these uses commas correctly in the underlined section?

- A. in, New Orleans, Louisiana
- B. in, New, Orleans Louisiana
- C. in New, Orleans Louisiana
- D. in New Orleans, Louisiana

10

Read the sentence.

Do you like your new truck Jamar?

Which of these uses commas correctly in the underlined section?

- A. your new, truck Jamar
- B. your, new truck, Jamar
- C. your new truck, Jamar
- D. your new, truck, Jamar

11

Read the sentence.

Did you fix your flat tire Maria?

Which of these uses commas correctly in the underlined section?

- A. your, flat tire, Maria
- B. your flat, tire Maria
- C. your flat tire, Maria
- D. your flat tire Maria,

12

Read the sentence.

Eat plenty of healthful vegetables such as broccoli spinach and squash.

Which of these uses commas correctly in the underlined section?

- A. such as broccoli, spinach, and squash
- B. such as broccoli, spinach and squash
- C. such as broccoli spinach, and squash
- D. such as, broccoli spinach and squash

13

Read the sentence.

Samantha signed a lease for an accessible apartment in Watertown New York.

Which of these uses commas correctly in the underlined section?

- A. in Watertown, New, York
- B. in Watertown, New York
- C. in, Watertown New, York
- D. in, Watertown, New, York

Read the letter. Use it to answer questions 14 through 16.

[14] Dear Mr. Kerzinski

I would like to apply for the hotel front desk position posted [15] on Sunday February 12. I would like to apply for the job. I have a lot of experience.

[16] Sincerely yours

Sara Ruiz

14

Which of these uses commas correctly?

- A. Dear, Mr. Kerzinski
- B. Dear Mr., Kerzinski
- C. Dear Mr. Kerzinski,
- D. Dear, Mr., Kerzinski,

15

Which of these uses commas correctly?

- A. on Sunday, February, 12
- B. on Sunday, February 12
- C. on Sunday February, 12
- D. on, Sunday, February, 12

16

Which of these uses commas correctly?

- A. Sincerely, yours Sara Ruiz
- B. Sincerely yours, Sara Ruiz,
- C. Sincerely yours, Sara Ruiz
- D. Sincerely, yours, Sara Ruiz

# ELA-E-14 Commas

## Lesson 14

## Commas

(2.L.2.b, 3.L.2.b)

1. D. The three activities in the list are sort, tag, and store.
2. A. The direct address is in the middle of the sentence, so the person's name needs a comma before and after it.
3. C. A comma is needed to set off a name when the speaker addresses a person.
4. A. A comma should appear between a city and country.
5. C. A comma should appear after the greeting in a letter or email.
6. B. The three items in the list are happiness, laughs, and great memories.
7. B. The comma is correctly placed between the closing and the name of the writer.

# ELA-E-14 Commas

## Practice 14

## Commas

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(2.L.2, 2.L.2.b, 3.L.2, 3.L.2.b)

1. B. Commas are used when you speak directly to someone. *Asuka* should be followed by a comma.
2. D. The three names in the list are José, Laurie, and Odina. Commas separate elements in a list with three or more items.
3. A. Commas separate the day of the month and year in dates. In the date, *19* should be followed by a comma.
4. D. Commas are used when you speak directly to someone. *Kofi* should be followed by a comma.
5. B. Commas separate the day of the month and year in dates. In the date, *12* should be followed by a comma.
6. C. Commas are used in greetings of letters and emails. The phrase *Dear Miss Shah* should be followed by a comma.
7. A. Commas separate city and state in addresses. *Madison* should be followed by a comma.
8. A. Commas are used in closings of letters and emails. The word *Sincerely* should be followed by a comma.
9. D. Commas separate city and state in addresses. *New Orleans* should be followed by a comma.
10. C. Commas are used when you speak directly to someone. The word *truck* should be followed by a comma.
11. C. Commas are used when you speak directly to someone. The word *tire* should be followed by a comma.
12. A. The items in the list are broccoli, spinach, and squash. Commas separate elements in a list with three or more items.
13. B. Commas separate city and state in addresses. *Watertown* should be followed by a comma.
14. C. Commas are used in closings of letters and emails. The phrase *Dear Mr. Kerzinski* should be followed by a comma.
15. B. Commas separate day and month in dates. *Sunday* should be followed by a comma.
16. C. Commas are used in closings of letters and emails. The phrase *Sincerely yours* should be followed by a comma.