Commas with introductions and direct address

Edit the Trail-Cleanup Bulletin

Name _____ Date _____

Quick review Separate an introductory dependent clause from the main clause. Use a comma to set off the name of a person being spoken to.

Example Before we paint, cover the table. The comma ends the introduction. In 'Leah, check the map,' the comma marks direct address.

Edit a spoken bulletin by checking yes and no responses, introductory clauses, and direct address together. Explain each comma's purpose. Other correct wording that follows a writing task's requirements is valid.

Ready to Clean the Trail

[1] The cleanup leader is preparing a spoken announcement for volunteers. The leader will answer questions about bags and a pickup truck, address Owen about gloves, and explain when the cleanup begins. One line is a report about Owen rather than a request spoken to him.

1. Someone asks whether there are enough bags. Add the comma in the leader's answer and explain its job: Yes we have enough bags.

2. Correct this suggested punctuation: No the truck, has not arrived. The leader is answering a question about the truck's arrival.

3. The leader speaks directly to Owen. Add the two required commas: Before we lift the full bags Owen please put on gloves.

4. For a report about Owen, choose Owen checks the gloves. or Owen, checks the gloves. Explain why the other version is incorrect.

5. Answer Do we start after the safety talk? in two sentences. Begin the first with Yes and the second with After the safety talk ends. Include the required commas.

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Responses and feedback: Edit the Trail-Cleanup Bulletin

These are sample responses and reasoning. Accept other answers that fit the task and are supported by the text or language rule.

1. Yes, we have enough bags. The comma separates the introductory Yes from the main clause.

Reasoning: First, identify Yes as the introductory response word. Next, place a comma immediately after it. Keep we have together because those words are the subject and verb of the main clause.

2. No, the truck has not arrived.

Reasoning: First, remove the comma between the subject the truck and the verb has arrived. Next, put the comma after the introductory No to mark the response boundary.

3. Before we lift the full bags, Owen, please put on gloves.

Reasoning: First, place a comma after bags to end the introductory clause. Next, place a comma after Owen to finish setting off the person addressed. The comma before Owen serves both the introductory boundary and the opening boundary of direct address.

4. Owen checks the gloves. Owen is the subject, so a comma must not separate his name from checks.

Reasoning: First, identify this as a report about Owen's action, not speech directed to him. Next, keep the subject Owen next to the verb checks. A direct-address comma does not belong in that position.

5. Yes, we do. After the safety talk ends, we will start the cleanup.

Reasoning: First, follow the introductory response Yes with a comma. Next, begin the second sentence with the full clause After the safety talk ends and put a comma after ends. Finish with a main clause about starting; other responses that meet both requirements are valid.