

How to Use Commas and Semi-colons in Sentences

COMMAS

- Dependent word *incomplete sentence*, complete sentence.

Example:

Because (*after, since*) *his car broke down*, Tom Smith was late.

- Complete sentence dependent word *incomplete sentence*.

Example:

Tom Smith was late because (*since, when, after*) *his car broke down*.
[no commas]

- Complete sentence, joining word complete sentence.

Example:

Tom Smith's car broke down, so he was late.

Note: The seven joining words are: for, and, nor, but, or, yet, so ("FANBOYS").

- First part of complete sentence, *incomplete sentence*, rest of complete sentence.

Example:

Tom Smith, *whose car broke down*, was late.

- Part of a complete sentence, dependent word, rest of complete sentence.

Example:

Tom Smith, therefore (*however, moreover, furthermore*), was late.

SEMICOLONS

- Complete sentence; dependent word, complete sentence.

Example:

Tom Smith's car broke down; therefore, he was late.

- Complete sentence; complete sentence.

Example:

Tom Smith was late; his car broke down.