

# Grammar, Usage, and Mechanics Worksheet #49

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## **FOCUS**      Commas with Introductions

Generally, use commas after introductory words, phrases, and clauses if they are emphasized or longer than four words.

## **CONNECT TO WRITING**

### **Introductory Words**

Commas are not needed after an introductory word in short sentences unless it is emphasized.

**Examples:** Now go home. However, they were wrong.

### **Introductory Phrases**

Don't use a comma after short introductory prepositional phrases of four words or less.

**Example:** Under the table the dog hid.

Use a comma after long introductory prepositional phrases of five words or more.

**Example:** Behind the dining room cabinet, he found the missing watch.

Use a comma following an introductory participial phrase which modifies a noun or pronoun following the phrase.

**Example:** Disguised as an old man, the burglar gained entry into the warehouse.

### **Introductory Clauses**

Use comma following an introductory dependent clause. A dependent clause has a noun connected to a verb that does not express a complete thought.

**Example:** Even though the temperatures rose, the snow continued to fall.

## **PRACTICE**

Place commas after introductory words, phrases, and clauses when appropriate.

1. Whenever the girls called he went outside to see what they wanted.
2. Then go to bed.
3. Around the block she rode the bicycle.
4. Next ask about the directions to the factory.
5. Interested they called the player to check his availability.

## **WRITE**

Compose three of your own sentences with an introductory word, phrase, and clause.

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## **Grammar, Usage, and Mechanics Worksheet Answers**

### **Grammar, Usage, and Mechanics Worksheet #50 Practice Answers**

1. Lawton, Nevada is my hometown.
2. Olympia, Washington is a beautiful capital.
3. Bogota, Colombia seems like a fascinating city.
4. Glendale, Texas is a nice place to visit, but I wouldn't want to live there.
5. I live at 3442 Spring Street in Irvine, South Carolina.
6. I wrote a letter addressed to: Mo Lawson, 34 North Main St., Columbus Ohio.
7. Amador City, California has post office boxes for its residents.
8. St. Petersburg, Russia used to be the capital of that country.
9. When did Juneau, Alaska reach a population of 10,000?

### **Grammar, Usage, and Mechanics Worksheet #51 Practice Answers**

1. Listen to me, Barbara, and then make up your own mind.
2. That's a dangerous thought you've shared, Bud.
3. Look, Jane, it's going to be hard at first.
4. Sitting by the sofa, she said, "Henry, get over here."
5. I just don't know, Bobby.
6. Tawny, watch where you're going.
7. If you notice, Peter and Kris, none of that will be on the test.
8. Look, Paul, and see here, Julie, you both have missed the main point.

### **Grammar, Usage, and Mechanics Worksheet #52 Practice Answers**

1. Neither he wanted to face the problem, nor did she want to deal with that challenge.
2. In order that all people would have the same chance, they decided to draw numbers.
3. Raymond sent a message to his cousin, but the message was returned unopened.

### **Grammar, Usage, and Mechanics Worksheet #53 Practice Answers**

Left Letter—Dear Ralph, ... Yours truly  
Right Letter—To Whom It May Concern, ... Sincerely,

### **Grammar, Usage, and Mechanics Worksheet #54 Practice Answers**

1. Around the corner she ran into a large, angry dog.
2. If I didn't know better, I would guess that the tired, old woman was not going to leave her house.
3. The funny green character said, "I'm crazy, silly, and full of energy."
4. Unless I'm mistaken, the usual cloudy, gray morning will change to afternoon sun and wind.
5. The book is creative, surprising, delightful, and completely entertaining.
6. The girls are cheerful, helpful, and careful to mind their manners.
7. I left the yucky blue and white board in the stinky, dirty garage.