

5. Use of commas in dialogue.

In dialogue, set off expressions like *she said** with commas.

*In dialogue, expressions like *she said* are called *dialogue guides*.

- Examples:
- a. "Taxes," the president explained, "are a necessary evil."
 - b. "I got an A on my test," Karin reported.
 - c. "Where in the world," he laughed, "did you get that hat?"

6. Use of commas in dates and addresses.

Dates are set off with commas. Set off *days* from months and *months* from years.

- Examples:
- a. My son was born on Saturday, July 21, 1973.
 - b. Thursday, March 20, 2008 is the first day of spring.

NOTE: When the day is left out and only the month and year are given, you may use a comma or omit it; either way is correct: August, 2008 or August 2008.

Addresses are set off with commas. Set off *street addresses* from *cities*, and set off *cities* from *states* or *countries*.

- Examples:
- a. My parents live at 2222 Muirfield Road, Santa Maria, California.
 - b. The O'Dwyers have a home in Dublin, Ireland.

7. Use of commas with a title or degree.

Use a comma to separate a person's name from a title or degree that follows it.

- Examples:
- a. Alicia Montoya, Ph.D.
 - b. Morgan Johansen, Dean of Columbia Law School.

8. Use of commas for clarity and to prevent misreading.

- Examples:
- a. To Mary, Ann was just a nuisance.
 - b. Some time after, the actual date was set.

9. Use of commas to set off a phrase that transforms a statement into a question.

- Examples:
- a. You did say you had the book, didn't you?
 - b. Brahms' "German Requiem" is on the program, isn't it?

10. Use a comma to indicate the omission of a word or words.

- Examples:
- a. To err is human; to forgive, divine.
 - b. English is my favorite subject; math, my sister's.