

# Commas.

Many people are unsure of how to use commas. This simple guide and examples should help you to make the right decision.

Misused commas can confuse the reader, cause a sentence to be meaningless or change the meaning of the sentence to something which you do not intend to say.

Therefore, you should pay attention to placing the commas correctly to ensure accuracy and prevent confusion for the reader.

This handout has four main sections.

1. Using commas to divide items in a list.

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Two examples of a change in direction:

1. However, drinking too much water can overwhelm the kidneys.
2. Having considered the need to drink enough water, it is important to consider the effects of drinking too much water on health.

Example of emphasising an author :

According to Smith (2013), students prefer to attend lectures later in the day.

## Using commas in complex sentences.

Complex sentences have two parts which are called **clauses**:

1. An independent clause, which could exist by itself, and
2. A dependent clause, which needs the independent clause in order to make sense.

The clauses are linked by a specific type of **connector**, which can be a word or a phrase.

Byword