

# Commas to Set Off Yes/No, Tag Questions, and Direct Address

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Score: \_\_\_\_\_ / 10



## Quick Review

Use a comma to set off the words 'yes' and 'no' from the rest of the sentence (Yes, I will. No, thank you.). Use a comma before a tag question that is added onto the end of a statement (You're coming, aren't you?). Use commas to set off the name of the person you are speaking to — this is called **DIRECT ADDRESS**. If the name is at the beginning, put a comma after it (Maria, please sit down.). If the name is at the end, put a comma before it (Please sit down, Maria.). If the name is in the middle, put a comma **BEFORE** and **AFTER** it (Please, sir, sit down.).

## PRACTICE

Choose the best answer.

- Which sentence is punctuated correctly?
  - No I cannot come to the party.
  - No, I cannot come to the party.
  - No; I cannot come to the party.
  - No, I cannot, come to the party.
- Which sentence is punctuated correctly?
  - Maria please open the door for our guest.
  - Maria, please open the door, for our guest.
  - Maria; please open the door for our guest.
  - Maria, please open the door for our guest.
- Which sentence is punctuated correctly?
  - You're coming to the game aren't you?
  - You're coming to the game. Aren't you?
  - You're coming to the game, aren't you?
  - You're coming to the game; aren't you?
- Which sentence is punctuated correctly?
  - Please, sir, sit down at the front table.
  - Please sir sit down at the front table.
  - Please sir, sit down at the front table.
  - Please, sir sit down at the front table.



5. Which sentence is punctuated correctly?
- A. Yes Mom I finished my homework already.
  - B. Yes, Mom, I finished my homework already.
  - C. Yes Mom, I finished my homework already.
  - D. Yes, Mom I finished my homework already.
6. Which sentence is punctuated correctly?
- A. She's the new student isn't she?
  - B. She's the new student. Isn't she?
  - C. She's the new student isn't, she?
  - D. She's the new student, isn't she?
7. Which sentence is punctuated correctly?
- A. Thank you Coach Williams for the advice.
  - B. Thank you, Coach Williams for the advice.
  - C. Thank you, Coach Williams, for the advice.
  - D. Thank you Coach Williams, for the advice.
8. Which sentence is punctuated correctly?
- A. We finished the project on time, didn't we?
  - B. We finished the project on time didn't we?
  - C. We finished the project on time. Didn't we?
  - D. We finished, the project on time didn't we?
9. Which sentence is punctuated correctly?
- A. Yes I would like another helping of soup.
  - B. Yes, I would like another helping of soup.
  - C. Yes; I would like another helping of soup.
  - D. Yes, I would like, another helping of soup.
10. Rewrite this sentence with all the missing commas in the correct places: 'Carlos can you hand me the markers please?'

Answer: \_\_\_\_\_



## Answer Keys

- 1  A  B  C  D
- 2  A  B  C  D
- 3  A  B  C  D
- 4  A  B  C  D
- 5  A  B  C  D

- 6  A  B  C  D
- 7  A  B  C  D
- 8  A  B  C  D
- 9  A  B  C  D
- 10

### Explanations

<b>1. B</b>	The introductory word 'No' (like 'Yes') is set off with a comma. A forgets the comma. C uses a semicolon, which only joins two complete sentences. D adds an unneeded comma between 'cannot' and 'come', splitting the verb phrase.
<b>2. D</b>	When you SPEAK directly to someone, set off their name with a comma. Here 'Maria' begins the sentence, so a comma comes right after it. A forgets the direct-address comma. B adds an extra wrong comma before 'for'. C wrongly uses a semicolon.
<b>3. C</b>	A tag question ('aren't you?') tacked onto a statement is set off with a comma. A forgets the comma. B wrongly breaks the tag off as its own sentence with a period. D wrongly uses a semicolon — semicolons join two complete sentences, but a tag question is NOT a complete sentence.
<b>4. A</b>	When a name or title used in direct address ('sir') falls in the MIDDLE of the sentence, you need a comma BOTH before AND after it. B has no commas at all. C and D each have only one of the two needed commas.
<b>5. B</b>	Two rules apply at once: 'Yes' is an introductory word (comma after it), and 'Mom' is direct address in the middle (commas before AND after). A misses all three commas. C and D each miss one of the two needed commas.
<b>6. D</b>	The tag question 'isn't she?' is set off with a comma before it. A forgets the comma. B wrongly splits it off as its own sentence (and capitalizes 'Isn't'). C drops a comma in the wrong place, between 'isn't' and 'she'.
<b>7. C</b>	'Coach Williams' is direct address in the MIDDLE of the sentence, so you need a comma BEFORE and a comma AFTER the name. A has no direct-address commas. B has only the one before. D has only the one after.
<b>8. A</b>	The tag question 'didn't we?' is added to the end of a statement and is set off with a comma. B forgets the comma. C wrongly splits the tag off as its own sentence. D drops a comma between the verb 'finished' and its object phrase, which is never correct.
<b>9. B</b>	The introductory word 'Yes' is set off with a comma. A forgets it. C uses a semicolon (used only to join two complete sentences). D adds an extra wrong comma between the verb 'like' and its object 'another helping'.
<b>10.</b>	<b>Answer:</b> Carlos, can you hand me the markers, please? 'Carlos' is direct address at the start of the sentence — comma after it. The word 'please' added at the end is set off with a comma before it.

