**When addressing someone directly**

*Claire, could you email this for me please?*

How to …

Use commas correctly

**To separate two or more describing words (adjectives)**

*The rusty, battered, old car was very rare*.

**To separate items in a list**

*The dessert was made of chocolate, toffee, sponge and ice cream.*

**Before using conjunctions, e.g. *and, but, for, nor, yet, or, so,* to link information together**

*He worked hard, but failed the exam.*

*He neither worked hard, nor passed the exam.*

*He was lazy, so failed the exam.*

His business boomed, and his family flourished.

**When ‘however’ or ‘therefore’ are used to interrupt a sentence or start a sentence**

I would be happy, however, to have the extra responsibility.

I am busy at work. However, I would be pleased to have more responsibility.

*I am busy at work, therefore, can’t take on any more duties at the moment.*

**To join two statements together**

*Leaving the room, she vowed never to return.*

**For example (e.g.)**

*There are many reasons to take up sport, e.g. to get fit, to lose weight, or to make friends.*

**Where a sentence has been expanded to add further information**

*Neil Armstrong died last week.*

*Neil Armstrong, the first man on the Moon, died last week.*

**After introductory words**

*Well, maybe I could.*

*Yes, that’s a good idea.*