Title :- Composition

Stage :- Second Stage

Course objectives :-

1. The ability to write simple, compound, complex, compound–complex sentence.
2. To know the qualities of a good sentence.
3. The ability to write a narrative or descriptive composition about 80 words.
4. The ability to use the punctuation marks.

The subject :- Punctuation marks

(Non–end punctuation marks (comma))

- Definition about the comma :- Comma indicates a brief pause; that would occur if the sentence were spoken aloud other times, the comma separates grammatical components of the sentence. Finally, there are mechanical and stylistic uses of the comma that are simply conventional.

- The main uses of the comma are as follows :-

1. To separate the items in an enumeration:
   e.g : Baghdad, Mosul, Kirkuk, and Basrah are the largest towns in Iraq.
   - Shaw's best plays include St. Joan, Man and Superman, Heart break House, and Arms and the Man.
   - We can go to Basrah by rail, by road, or by air.
   - The air was raw, dark, and grey.
   - We arrived, looked round, and were thoroughly disgusted.

2. To mark off nouns used in address.
   - I think, sir, that you are wrong.

3. To make off words or phrases in apposition.
   - Baghdad, the capital of Iraq, is a very interesting city.

4. To mark off participle phrases:-
   - Having finished my business, I returned home.
5- To mark off words and phrases like however, indeed, therefore, too, for instance, no doubt, in fact, of course when they are used as a sides, or interpolations.
   - This proved, however, to be a mistake.
   - He was, in fact, the best student in the class.
   - I noticed, too, that he was very popular with his classmates.
   - He realised, of course, that I was angry.

6- In complex sentences to separate an adverb clause from the main clause.
   - Although it was already getting dark, Tom set out through the forest.

7- In double sentences to separate a non-defining relative clause from its antecedent.
   - My father, who is an old sailor, often tells me stories about the sea.
   - The elder boy, walking suddenly at the unusual noise, sat bolt upright in bed.

• When the adjective define defines or restricts the reference commas should not be used.
   - There is the car which I sold yesterday.

8- In direct speech, where a break is made in the speech to indicate who is speaking:-
   - "you can say", she said, "exactly what you please".

• There are three common errors in the use of the comma. They are:
  a- The use of a comma to separate a subject from its verb.
  b- The use of a comma to separate a verb from its object.
  c- The use of a comma to separate a defining, or restrictive, relative clause from its antecedent.