

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 .