

1 Here's the Idea

Other Uses for Commas	
Use a comma . . .	Example
to set off a personal title or a business abbreviation	Even Janina Popek, Ph.D., failed her first driver's test.
in the salutation of a personal letter and the closing of any letter	Dear Tyla, Is your car still for sale? Your friend, Lan
between the day of the month and the year (and after the year in a complete date within a sentence)	The next driver's ed class starts June 16, 2001, at Wayne High School. The class runs until August 2001.
to separate the street, city, and state in addresses and names of places	I sold my car to Wylie Autos, 121 Clark St., Austin, Texas, last year.
in numbers of more than three digits to denote thousands	In 1999, I drove over 20,000 miles.
to set off a direct quotation from the rest of the sentence	"Turn left at the light," he said.

For more about using commas with quotation marks, see p. 252.

Notice how commas are used in the personal letter below.