Basic Comma rules

1. Coordination
   a. Before a coordinating conjunction to separate two independent clauses
      The employees presented their grievances, but the management refused to acknowledge them.

   b. After the semi-colon and conj. adverb to separate two independent clauses
      The computers in the lab weren’t functioning; therefore, the students could not access the assignment.

2. To set off extra information or interrupters
   Non-restrictive adjective clauses:
      The Tech Center, which used to be the student services building, houses computerized classrooms and a lab.

   Appositives:
      Erma Johnson Hadley, TCC chancellor, will speak at the ceremony.

   Participial phrases:
      When the band was two hours late, delaying the outdoor concert, some in the audience, impatient and uncomfortable in the heat, became unruly and threatening.

   Adverbs (used as transitions):
      They settled down quickly, however, when the management turned on large cooling fans and distributed cold bottles of water.

3. After an introductory phrase or after an introductory dependent clause
   In the meantime, the musicians arrived and were ready to play within a few minutes.

   Once the concert began, most of the fans seemed to forget their anger.

4. Between items in a series
   The concert included past hit songs, current releases, and a special tribute to a former member of the band.

5. Between a quote and the speaker
   “The entire performance was better than anyone could have imagined,” praised one loyal follower.

   The concert organizer agreed, “Despite some problems early on, everything ended up great! We couldn’t be happier.”

6. To separate place names and in dates
   On August 14, 2009, they landed in Paris, France, and then continued their travels throughout southern Italy.