

Comma Rules by Steno RJ

Words Which Take Fix Comma While Starting A Sentence :-

| | | | | |
|----------------|-----------------------------|-----------------|-------------------|-----------------|
| Sir, | Firstly, | Originally, | Vice-Chairman, | In fact, |
| Still, | Secondly, | Formerly, | Deputy-Chairman, | At length, |
| So, | Thirdly, | Fortunately, | Mr. Speaker, Sir, | All right, |
| Mr., | Lastly, | Undoubtedly, | Otherwise, | Afterwards, |
| Now, | Finally, | Unfortunately, | Likewise, | Time and again, |
| Yet, | Surely, | Ultimately, | For example, | Here again, |
| Well, | Simply, | Consequently, | For instance, | What more, |
| Then, | Actually, | Subsequently, | No doubt, | Then again, |
| Today, | Accordingly, | Probably, | Meanwhile, | Above all, |
| Thus, | Similarly, | Significantly, | Moreover, | Further, |
| Madam, | Obviously, | Repeatedly, | However, | Though, |
| Here, | Certainly, | Sincerely, | Therefore, | Currently, |
| Hence, | Naturally, | Possibly, | Perhaps, | Additionally, |
| But, | Generally, | Simultaneously, | Of course, | Besides, |
| Although, | Normally, | Eventually, | At least, | Even then, |
| Furthermore, | Basically, | Previously, | Conversely, | Even today, |
| Some days ago, | On 2 nd January, | My hon. Friend, | | |

Following Phrases Will Take Comma If The Sentence Starts With These:-

| | | |
|---------------------|-----------------------|------------------------|
| As we know | In the first place | To this day |
| As you know | In this connection | The other day |
| As I said | In this context | To some extent |
| As I see it | In the first instance | To that extent |
| As we all know | In the beginning | To a large extent |
| A few years ago | In the meanwhile | To a certain extent |
| According to him | In the second place | To the extent |
| As far as I know | In the meantime | To a great extent |
| As much as I know | In course of time | First of all |
| As a matter of fact | In other words | From time to time |
| As you are aware | In due course | By and large |
| As far as possible | In this case | In addition |
| So far as I know | In our opinion | It is true that |
| As it appears | In the end | On DD-MM-YYYY |
| After that | In this way | On DD Month name, YYYY |
| After all | On the other hand | We are, hence, |
| At the out set | On the one hand | Prime Minister, Name |
| At the moment | On the contrary | Last time |

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| | | |
|-------------------------|--------------------------|-------------------------------|
| At the same time | For a time being | Rule or Act Name, Year |
| At the present time | For the first time | In my opinion |
| At the present moment | For the time being | To my mind |
| In my view | In order to | In conclusion |
| In that direction | In the tenth plan | A piece of legislation |
| To put it another way | To that end | Having said that |
| All the things consider | At the very at least | At this stage |
| But, on the whole | Under the Scheme | In is true, I am a honest man |
| It is, therefore, | Whole speaking yesterday | Prime Minister Name, |

Some Grammatical Rules for Comma:-

- 1. If a sentence starts with “If”, it will surely take a comma before second sentence.***
Ex. If you want learn, you have to practice.
- 2. If a sentence starts with “In” it will take a comma.***
Ex. In 1947, India got freedom.
- 3. If “Then” comes after “If”, there no comma will be used.***
- 4. The comma is used for a short or slight pause to separate words in a list but it is avoided before ‘and’***
Ex. Everything they will give me, food, clothes and salary.
- 5. Comma is used to separate Adverb Clause when it is followed by main clause.***
Ex. When the train arrives, we shall board it.
- 6. Comma is used to separate question tag from the sentence.***
Ex. She is honest, isn’t she?
- 7. Comma is used after words of address.***
Ex. Priya, bring me some fruit.

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