**COMMA IN ENGLISH**

TO **REPLACE THE WORD** AND FOR ALL BUT THE LAST INSTANCE.  
Up, down, left and right.

**BEFORE A CONJUNCTION**

1. **When but or for are used.**  
   I did my best to protect the camp, but the bears were too aggressive.
2. **When and or or are used the comma is optional.**  
   The flag is red, white, and blue. [known as the Oxford comma]  
   The sizes are small, medium or large.

**TO GIVE ADDITIONAL INFORMATION**

1. **To indicate contrast.**  
   The snake was brown, not green, and it was quite small.
2. **Where the phrase could be in brackets.**  
   The recipe, which we hadn't tried before, is very easy to follow.
3. **Where the phrase adds relevant information.**  
   Mr Hardy, 68, ran his first marathon five years ago.
4. **Where the addition is not necessary to the meaning of the sentence.**  
   Mr Hardy, who enjoys bird watching, ran his first marathon five years ago.
5. **Where the main clause of the sentence is dependent on the preceding clause.**  
   If at first you don't succeed, give up.  
   Though the snake was small, I still feared for my life.

FOR OPENING PHRASES, CONJUNCTIVE VERBS, ETC.

1. **Introductory or opening phrases.**  
   In general, sixty-eight is quite old to run a marathon.  
   On the whole, snakes only attack when riled.
2. **Conjunctive verbs.**  
   Unfortunately, the bear was already in a bad mood and, furthermore, pink wasn't its colour.
3. **Following for example, that is, etc**  
   You should use commas, for example, around 'for example'.

**There are some exceptions**:

1. **when using abbreviations.**
2. **where a pause is required**

T**o make the reading more natural.**  
Whatever happens, don't panic.

**To avoid confusion.**  
To Margaret, Jenny left her favourite book.

**IN ADDRESS OR QUOTATION**

1. **When addressing someone by name.**  
   So, Murray, I'm sending you to Outer Mongolia.
2. **When quoting direct speech.**  
   And then the boss said, "I'm sending you to Outer Mongolia."  
   to indicate the omission of a word or phrase

Use too much sugar and the mixture will be sweet, [use] too little and it will be sour.

**Použitá literatura:**

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