**Page 8**

**Use a comma to separate each element in an address. Also use a comma after a city-state combination within a sentence.**

"I work at 257 Park Ave. South, New York, N.Y. 10010."

"Cleveland, Ohio, is a great city."

**Page 9**

**Also use a comma to separate the elements in a full date (weekday, month and day, and year). Also separate a combination of those elements from the rest of the sentence with commas.**

**"**March 15, 2013, was a strange day." Even if you add a weekday, keep the comma after "2013."

"Friday, March 15, 2013, was a strange day."

"Friday, March 15, was a strange day."

You don't need to add a comma when the sentence mentions only the month and year. "March 2013 was a strange month."

**Page 10**

**Use a comma when the first word of the sentence is freestanding "yes" or "no."**

"Yes, I saw a duck when I went running."

"No, the duck didn't bite me."