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**Use a comma after introductory adverbs.**

**An adverb is a word that describes a verb (action or to be word).**

"Finally, I went running." Verb: running adverb: finally

"Unsurprisingly, I saw a duck when I went running." Verb: saw adverb: unsurprisingly

Adverbs used at the beginning of a sentence usually end in “ly.”

**Other common introductory words include:**

On the other hand,

Furthermore,

However,

Nevertheless,

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**Use a comma when attributing quotes.**

The rule for where the comma goes, however, depends on where attribution comes.

If attribution comes before the quote, place the comma outside the quotations marks. The runner said, "I saw a duck."

If attribution comes after the quote, put the comma inside the quotation marks. "I saw a duck," said the runner.