

✓A PAIR OF COMMAS OR ✓NOT
#5B Parenthetical OR Embedded

A



☀ With a parenthetical element, use a pair of “pair-enthetical” wrappers, usually a pair of pair-enthetical commas, except when a comma falls at the beginning or the end of a sentence.

☀ THE “PAIR OF PAIR-ENTHICAL COMMAS” CLUE

If a clause or phrase is “extra” information, if it could be pulled out temporarily and not really be missed, it’s a *parenthetical element*. It needs a pair of wrappers.

1. A pair of wrappers around interruptions: parentheses.

Grammar (a mystery to many people) takes a bit of work.
 OK, put your thumbs over up the “extra” information here.
 The base sentence still works: **Grammar takes a bit of work.**

2. A pair of pair-enthetical commas, one fore and one aft,
 except when a comma falls at the beginning or the end of a sentence.

Grammar, as most agree, takes a bit of work.

3. A pair of wrappers around exclamations: dashes,
 except when one is at the beginning or the end of a sentence.

Grammar – What a pain sometimes! -- takes a bit of work.
 [Typing a dash 1: In some general usage, type just hyphen-hyphen.]
 [Typing a dash 2: In journalism, type space-hyphen-hyphen-space.]

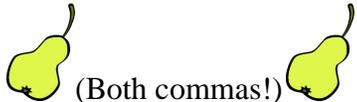
the state *after* a city (☀ Remember both commas!)

G General Usage: Postal abbreviations **Burbank, CA, is ...**

J Journalism Usage: AP abbreviations **Burbank, Calif., is ...**

a transitional adverb (Both commas!)

Doing that, however, may take effort.

an attribution  (Both commas!)
Grammar, she said, can be learned.

an adverb at the beginning of a sentence (One is hiding!);
 a name of a correspondent at the beginning of a sentence

First, check everything. Sam, Good going. – Jan

▲ a “which” clause ☀ *xxx, which needs commas, xxx* (See ▼)

▲ a title or description after a person’s name, an appositive (▼)

Ben Vero, the mayor, ... Jon Vero, a neighbor, ...

▲ the year *after* a month and day (☀ Both commas!) (See ▼)

G General Alternative: **August 25, 2015, xxx ...**

J Journalism Usage: **Aug. 25, 2015, xxx ...**

Tip 1: ☀ Month date *first-comma* year *second-comma*.

Tip 2: ☀ Consider also using the day. **Tuesday, Aug. 25, ...**

Tip 3: ☀ Try date-time-place. **Aug. 25 at 2:30 p.m. in ...**

B

☀ With an embedded integral element, use **NO** pair of “pair-enthetical” wrappers.

▼ a “that” clause ☀ *xxx that takes no commas xxx* (See ▲)

▼ a title before a name (See ▲)

... was Mayor Ben Vero ...

▼ a month and year [with no date], an integral unit (See ▲)

August 2013 was not too hot.

an adverb next to its modified word

“Vero was truly an effective mayor,” she said.

a simple “of” phrase

Katie Vrai of Chicago was ...

Katie Vrai, 45, of Chicago was ... [age is the parenthetical here]

#6B. That OR Which [things]

1 ☀ THE "BEFORE-T HE-CHOICE" CLUE

☀ Look at **the noun before the that-or-which choice.**

A If the noun, based on any preceding information, is **not a specific thing**, provide the necessary ID with **NO** commas.

OR

B If the noun, based on any preceding information, is **a specific thing**, then wrap any pair-enthetical with **a pair of commas**.
[see section 5]

the house ____

The blue house next door ____

2 ☀ Now, separately, decide between that OR which [things].

E If **NO** commas, use **that**.

OR

F If **a pair of commas**, use **which**.


The house
____ **Jack built is ...**

The blue house next door,
____ **Jill built, is ...**

☀ [The second comma may be hiding under a period until it's needed.]

EXAMPLE:

the war
[Not specific. So embed ID.]
The war
that we won was tough.

WW II
[Specific. So info is pair-enthetical.]
WW II,
which we won, was tough.

EXERCISES:

The house ____ is next door is painted yellow.
The yellow house (____ is next door) is also on fire.
The yellow house, ____ is next door, is also on fire.

The book ____ I am reading is there on the table.
The 2008 yearbook (____ needs rebinding) is here.
The 2008 yearbook, ____ needs rebinding, is here.

A COLLECTIVE SINGULAR OR A PERSON

A collective singular, a unit (Congress, a team), is **NOT** considered to be a person or persons. Therefore, use **that** OR **which**.

The team ____ **won the tourney had lost twice.**

If a person or persons, use **who** OR **whom**.

The players ____ **won the tourney had lost twice.**

EXERCISES:

The team members ____ *played rough were tired.*
The team ____ *played rough was tired.*

☀ BRITISH USAGE

[With **NO** commas, Brits say that **that** or **which** are "equally correct."
She held the hand that was hurt. She held the hand which was hurt.
But, with commas, British usage designates **which**. (Oxford Dict.)]

TERMINOLOGY

A non-specific **noun** before the that/which choice uses a mandatory defining or restrictive "that" clause to identify the noun.

A specific **noun** before the that/which choice uses an optional non-defining or non-restrictive "which" clause to describe the noun.