**Commas of direct address:**

After a name or title in the beginning of the sentence. **Ali, can you please help me?**

Before a name or title at the end of a sentence. **Do you have any questions, sir?**

After introductory words like **Yes, No, So, and Well. Yes, she can give you a refund.**

1. Mary where did you put my books?
2. I like the way you did your hair today Alma.
3. Lisa talked to her manager about getting a promotion.
4. Yes you need to clean the machine when you are finished using it Alberto.
5. Well I’m not sure about that.
6. A uniform wasn’t provided for Tim when he started his new job.
7. So how do you like your new position Shamso?
8. The policy says that you get vacation time after 6 months.
9. Aisha did you complete your duties?
10. I didn’t request a vacation day this month ma’am.
11. Tou ordered more window cleaning spray.
12. I’d like to exchange this vacuum sir.
13. Doctor Smith I think I have the flu.
14. Yes I’d be happy to assist you.
15. I believe I possess the skills to do this job.
16. The work team cooperated to get the work done.
17. So how long have you worked here Shoua?
18. Mary how was your first day?
19. Don’t turn off the machine Hanna.
20. I think I know the answer Mr. Vang.