

I disclosed (let out) the secret.  
(The secret leaked out)

I had a rest. (I rested)

The ship sank and they were drowned.

I admitted (confessed) my fault.  
(mistake)

## THE PRINCIPAL USES OF COMMAS

1. When my friend comes, we shall enjoy ourselves.  
(**Rule:** When two sentences are joined by a word at the beginning, put a comma at the end of the first sentence)
2. Ali Baba, seeing the robbers, hid behind a tree.  
Seeing the robbers, Ali Baba hid behind a tree.  
The day being fine, we went for a picnic.
3. Rashid, who is my best friend, is in the sixth class.  
Lahore, which is the capital of Punjab, is a fine city.
4. Rashid, my best friend, is in the sixth class.  
Lahore, the capital of Punjab, is a fine city.
5. I said to him, "You are a dunce." "So are you," he replied.
6. I lost my pen, pencil, inkpot and rubber.  
Afzal, Rashid, Javed and Shahid are all dunces.
7. I rose at 6 a.m., had a bath, put on my clothes and went to the Mess.
8. He is, in my opinion, a good student.  
The Principal, however, would not permit me to go.
9. "Rashid, where are you going?" asked his mother.  
"I am going to the cinema, mother," replied Rashid.

**Note:** There is no comma in the following sentences:  
I asked him why he was late.  
He replied that he had no excuse.