

Quotation marks help identify a person's exact words.

May I Quote You?

Using Quotation Marks

When it comes to writing the spoken word, **quotation marks** can be used three ways:

1. **Quotation First:** The speaker's words come first, then the speaker is identified.

"Please open the door," said Mrs. Wilburthorp.

2. **Quotations Last:** The speaker is identified first, then his or her words follow.

The bus driver shouted, "Everybody out!"

3. **Split Quotation:** The speaker starts to say something, then the speaker is identified. Then the speaker finishes what he or she was saying. If a quoted sentence is split in half, the second part of the sentence begins with a lowercase letter. A comma comes after the identifier.

"On Sunday," said Winnie, "we'll go to the park for a picnic."

If the second part of the **split quotation** is a new sentence, it begins with a capital letter. The identifier is followed by a period.

"I'll bring the drinks," she stated. "You bring the sandwiches."

NOTE: Commas and periods always go inside quotation marks. **Question marks and exclamation points** go inside quotation marks only if the quotation is a question or an exclamation. Otherwise, they go outside.

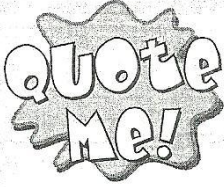


Warning: Do not use quotation marks in indirect quotations; that is, if a phrase is not a person's exact words.

"Are you ready yet?" asked Mom.
Did the conductor say, "Last stop"?

"When I grow up, I want to be famous," said Natasha.
Natasha said she wants to be famous when she grows up.

Name _____



Rewrite the sentences using correct punctuation and capitalization.

Example:

“Stay close to your opponents,” Coach Jones said. “Don’t let them score.”

① come in the house called mother

② wilbur thought for a moment and then said i give up

③ we'll have pizza judy said and juice

④ will you meet me at maple leaf gardens george asked

⑤ mrs bitz inquired could you please bring me a loaf of bread a gallon of milk and seventy chocolate bars

⑥ i will reduce your taxes president goobers proclaimed and give everyone free ice cream on fridays

⑦ vince and elizabeth can sing in the opera announced mr stumpy they will open the show

⑧ my sister said that ms fishburn is the best teacher ever

