

SKILL: Punctuating Quotations

Quotation Punctuation

We use quotation marks to show where a quotation, or the exact words of a speaker, begins and ends. Here are some basic rules about the punctuation and capitalization of quotations:

- 1. Quotation marks ALWAYS come in pairs, at the beginning and end of the quotation. If a quote is more than one sentence, use closing quotation marks at the end of the last sentence only.**

Example 1: "This is the best pepperoni pizza I've ever had," Shelby said.

Example 2: Marcus exclaimed, "Don't turn the TV off! This is my favorite show!"

- 2. A quotation begins with a capital letter.**

Example: Mrs. Rubin asked, "How long does it take you to get to school in the morning?"

- 3. If a quoted sentence is divided into two parts by words that tell who is speaking (like *he says* or *I asked*), the second part of the quoted sentence begins with a lowercase letter.**

Example: "I spent 45 minutes on that algebra problem," Eric said, "but I just couldn't figure it out."

- 4. The quotation's ending punctuation goes inside the ending quotation marks.**

Example: The captain announced, "Ladies and gentlemen, we will be landing in Chicago shortly."

- 5. A comma separates the quotation from the words that tell who is speaking. When appropriate, a question mark or an exclamation point can be used in place of the comma.**

Example 1: "I finished my homework," said Suraj.

Example 2: "Did you finish your homework?" asked Suraj.

Example 3: "My dog ate my homework!" cried Suraj.

- 6. Use single quotation marks for quotations within quotations.**

Example: "Did Mrs. Ellis just say, 'Feel free to chew gum in class?'" whispered Tina. "Or am I crazy?"

Directions: Correct the punctuation and capitalization in the sentences below.

1. "My mom's favorite movie is *The Princess Bride*. "actually, I like it a lot too. said Ariella
2. "Could you please tell me where 3rd Street is asked Ed. I'm trying to find the Magnolia Bakery."
3. "The only way to get there" explained the policewoman "Is to go down Fairfax and then turn left."
4. "When are you going to show me your art project"? "I'm really looking forward to seeing it"! Mom said.
5. Jake shouted Whoa! That was awesome. He almost broke the bat with that home run."
6. "If you don't have anything nice to say" said Mrs. Lewis "then it's best to not say anything at all."
7. "Wait until you hear this" Dani exclaimed. Hailey just ran by and said, Free ice cream in the cafeteria until 3:00. Then she disappeared around the corner.
8. Lily chattered, "it's freezing in here. Can someone turn the heat on"?