

Quotation Punctuation

We use quotation marks to show where a quotation, or the exact words, of a speaker or another text begins and ends. When put all together, these are called quotations or quotes. Here are some basic rules about the use of quotations.

- 1. The words inside quotation marks must be copied *exactly* as they were said aloud or written in the original text that they're being copied from.** Check for accuracy! Changing the wording enough to put them into your own words is called paraphrasing.
- 2. 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: The article states, "Pizza is a popular dish. Everyone there loved pizza."
- 3. A quotation begins with a capital letter if the quotation begins a complete sentence. It will begin with a lowercase letter if the quote is part of a sentence.**
Example 1: Mrs. Rubin asked, "How long does it take you to get to school in the morning?"
Example 2: Mrs. Rubin asked us if we rode "those skateboards everyone's so fond of" next.
- 4. 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."
- 5. The quotation's ending punctuation goes inside or before the ending quotation marks.***
Example: The author says, "Dreams are worth following."
- 6. 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.
- 7. 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. "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.
5. Lily chattered, "it's freezing in here. Can someone turn the heat on"?