

Quotation Marks

Name _____ Class _____

Use quotation marks to enclose a person's exact words.

- Begin with a capital letter.
 - If the words of a quoted sentence are interrupted by an expression such as *he said*, begin the second part with a small letter.
 - Set off the quotation from the rest of the sentence with a comma, question mark, or exclamation point.
 - Place the mark of punctuation at the end of the quotation inside the quotation marks. A period may be used if the sentence ends with a quotation.
 - Begin a new paragraph with every change of speaker.
-

Directions: Find one mistake in the way that each of the following sentences is written and correct it.

1. "Mother, will you take me to the field" asked Mary.
2. She said, "the other girls will be there at ten."
3. Tom said "I wish I could be there, too."
4. "What are some of the things," asked the teacher, "That you should bring on the trip?"
5. My mother asked, "Who is your favorite movie star"?

Directions: Make any corrections in capitalization or punctuation that are needed in the following sentences.

6. I hope, said Elizabeth, that we will reach Atlanta soon.
7. if the traffic does not get worse, the driver predicted we should be there in a half an hour.
8. Mrs. Kennedy, our gym teacher, told us that we would begin the volleyball unit on Monday.
9. Please hold this for me Josh said. I need to tie my shoelace.
10. Cary asked what is pita bread
11. Your news is so exciting exclaimed Dave. Are you going to tell everyone
12. Did Mary say, I will give the correct answer later

Name: _____

Period _____

Proper Punctuation for Conversations

A conversation in a novel has a very specific format.

1. Every time a new character speaks it begins a new paragraph.
2. All punctuation goes inside the quote marks.
3. When you write said, a comma is inside the quotes followed by non-capitalized he or she.
4. Any description of action that is included in the same paragraph is only about the person speaking. Any other description needs a new paragraph.
5. Any punctuation besides a period stays in the quotes and is followed by lower case letters.
6. If the description comes before the dialogue a comma comes after the description.

Examples:

“No way!” the boy exclaimed.

“Yes way,” she said in return, “I’ll make you understand.”

“You’re crazy,” he added and stood up.

Their eyes raged in anger. Suddenly a strange pop sound echoed through the hallway.

He finally sighed and said, “Okay.”

Please look to fix the dialogue below.

1. What’s wrong” She asked
2. “I’m not sure”, He said.
3. “Where are you going”? She asked with concern. “Nowhere” he added. The girl’s eyes closed as she signed.
4. His loud booming voice shouted “I can’t believe this happened!”

Name: _____

Period: _____

Creative Writing Project

The following example of a story has several problems with it. Let's fix it in order to understand how we need to write and punctuate our stories.

The boy walked into a room and saw a girl.

"Hi" He said.

She said "Who are you?"

He stuck out his hand to her as if to shake it.

He said "Timmy"

"Nice to meet you"

Suddenly a sound rings through the wall. Both of them peer at the wall with strange looks on their faces. When they both glance back at each other another sound vibrates in the room. The girl now looked at him with wide open eyes as she saw a light coming from his hands.

"What is that?"

"Don't worry," he says. "I know what I'm doing."

The girls' eyes only open more when she sees Timmy hands growing brighter and brighter. Just when she didn't think his hands could get any brighter the wall exploded. She covers her head trying to protect it from the plaster. A large beast stepped out of the wall.

"Oh my...."

"It's okay."