

TLS Grammar, Usage, and Mechanics Worksheet #67

FOCUS Punctuation of Direct Quotations

Use quotation marks before and after direct quotations.

CONNECT TO WRITING

A direct quotation includes the spoken or written words exactly as they appear in speech or text.

- Place double quotation marks around speech or text that belong to someone else. If the speaker changes, begin a new paragraph. Always place quotation marks outside periods.
- Use single quotation marks for a quotation inside a quotation. Put a question mark, exclamation point, semicolon, or colon that belongs to your writing, not the quote, outside the closing quotation marks.

Example: He said, “I agree with Lincoln. However, was our nation really ‘dedicated to the proposition that all men are created equal’?”

- Do not use quotation marks for indirect quotations. An indirect quotation summarizes what someone has said.

Example: He said that she had never seen Thomas before.

- When a quoted sentence is interrupted by comments, and is then continued in the same sentence, begin the rest of the quotation with a lower case letter.

Example: “When,” asked Mavis, “will you finish your lunch?”

PRACTICE

Place quotation marks and punctuation in the following sentences.

1. I’m anxious to leave commented Zelda
2. What just took place asked Robert
3. What a terrific ending to that story exclaimed Anthony
4. Did you hear the speaker say things will never be the same asked Billy
5. I know replied Max but do you really want to make a big deal out of this

WRITE

Write your own sentence with a quotation within a quotation.
