

Grammar, Usage, and Mechanics Worksheet #69

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.

Grammar, Usage, and Mechanics Worksheet Answers

Grammar, Usage, and Mechanics Worksheet #68 Practice Answers

1. In *Twice-Told Tales*, Nathaniel Hawthorne tells many short stories such as “The Great Carbuncle,” “The Gray Champion,” “The Wedding Knell,” and “The May-Pole of Merry Mount.”
2. Richard Adams has a wonderful collection of his favorite animal stories including his own “The Rabbit’s Ghost Story.”
3. James Herriot’s short story, “Monty the Bull,” tells the entertaining story of a bull that gets the best of a veterinarian.
4. Doris Summers finished her “Lake Tahoe Water Conditions” report last week.
5. The school board prepared a document titled “State of the District” and printed 200 copies.

Grammar, Usage, and Mechanics Worksheet #69 Practice Answers

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?”

Grammar, Usage, and Mechanics Worksheet #70 Practice Answers

For all of their talk, they’ve rarely come to see who’s playing at the club. They haven’t shown up in over three weeks, and so they can’t really comment on what they don’t know. I will say they’re in for a treat when they do come. There’s a band that isn’t afraid to let loose. They didn’t hold back during their set Friday night and they won’t tonight.

1. It is (It’s) a shame that they never listen to their parents.
2. You are (You’re) sure that you have (you’ve) never seen them?
3. Where is (Where’s) she going? They are not (They’re) not exactly saying.
4. She is (she’s) happy that they had (they’d) left directions.

Grammar, Usage, and Mechanics Worksheet #71 Practice Answers

1. Samuel went shopping; then he went out to dinner.
2. The album includes: the heart-throbbing rhythm, rock, and blues “Sawmill”; the surprisingly speedy, yet soulful “Ol’ Dog Blues”; and the highlight of the CD, “Mama’s Return.”
3. I was taught Spanish at home by a tutor; that’s how I learned the language.
4. The Revolutionary War was fought against the British; the War of 1812 was also fought against them.
5. Many died in the Civil War; it was a horrible tragedy.
6. Ellen did not prepare at all; she appeared not to care what would happen as a result.
7. Through many long days of looking; after many attempts and failures; despite many questions left unanswered, they finally decided to buy a home of their own.