

Quotation Marks

These really are not difficult marks of punctuation to master as long as you remember their most important and most

used function: Use quotation marks to record the EXACT WORDS someone has spoken.

Example	"I still believe in the tooth fairy," responded the eight-year-old desperately trying to hold onto childhood.
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These are the EXACT words that child said. But notice what happens below:

Example	She said that she still believed in the tooth fairy, but it was hard to believe when her room was filled with posters of the newest teen idol.
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Even though the word *said* is used in that second example, it is not used to introduce the EXACT words she spoke, so I don't enclose anything in that sentence with quotation marks.

around commas, and you may want to go back to page 70 to refresh your memory about where to use them when working with quotes. Below are a few simple rules to use when using quotation marks and other marks of punctuation:

Once you have that concept down, the biggest issue with quotations revolves more

1. If a direct quote is a complete sentence, begin it with a capital letter. If it's just a fragment, don't use the capital letter.

Examples	I heard Adam say, "Why yes, of course, I'd like a bite of that apple." Adam is reported to have said the apple left a "bitter taste in my mouth."
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2. When a quoted sentence is divided into two parts by an interrupter like *she replied* or *John pleaded*, the second part begins with a small letter. However, if the second part of an interrupted quotation is a new sentence, it does begin with a capital.

Examples	"I'll take two whoopie pies," she began, "and four doughnuts, six eclairs, three lemon bars, and a loaf of whole-wheat bread to be on the healthy side." "Leave me alone," he begged, "or I'll tell my mom." "Don't stay out too late," Mother advised. "Remember, he was just released from prison last week."
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NOTE: Go back and look at how the commas are used to set the quoted material off from the rest of the sentence. Again refer

to page 70 for the explanation of how and where to place commas with quotation marks.

3. Place periods and commas *inside* the quoted expression.

Example	"You must take a deep breath before beginning your dive," the swimming coach instructed.
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4. Put question marks and exclamation points *inside* the quotation marks if they are part of the quoted matter. Put them *outside* the quotation marks if they serve to punctuate the entire sentence.

Examples	She asked, "Are we too late?" "We're too late!" she shouted. Why did she ask, "Are we too late"? (NOTE: In this example the question mark really belongs with the first part of the sentence, so that's why it's on the <i>outside</i> of the quotation marks.)
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5. Quotation marks often set off slang words and other unusual expressions. (NOTE: The period and comma belong *inside* the quotation marks.)

Examples	Gus' family always referred to him as "the problem child." Small shorebirds, often called "peeps," migrate early.
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6. Place semicolons and colons *outside* quotation marks.

Examples	He always called me "my funny little valentine"; in actuality I was his somber little shamrock. My boss told me that the following habits would make me a better supervisor: talking with my workers in the cafeteria, sending flowers to sick employees, and improving my tone of voice when dealing with a labor-relations problem.
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7. When you're writing extended dialogue in a story, begin a new paragraph every time the speaker changes.

Examples	"I love you to bits," Ernestine whispered into Frank's ear, "and even if you don't feel the same I'll still continue loving you." "But I feel the same way about you," Frank quickly responded. "In fact, do you know when I first realized I was falling in love?" "Tell me," Ernestine begged. "It was that day on the beach when I realized you had the same kind of sunglasses as I do. That's when I knew our fates were sealed."
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8. Quotation marks are used to enclose the titles of chapters in a book, articles in a magazine, short stories, poems, songs, and other smaller works. Titles of books, magazines, plays, long poems, and other longer publications should be underlined when handwritten and italicized when printed.

Example

In last month's *National Geographic* there was an interesting story entitled "The Gold in the Tombs."



Exercise 4.7

Copy the following sentences onto your own sheet of paper and insert quotation marks and any other required punctuation as needed. This is serving as a bit of a review of end marks, commas, and apostrophes as well as quotation marks.

1. Do you think Jerry asked that you will go to Macys or Filenes to do most of your holiday shopping
2. Michael also known as Mike is a friendly guy
3. Mother began by saying its your fathers opinion and I happen to agree with him that you need to have your own room.
Youre kidding I quickly responded do you mean I no longer have to share a room with Ferdinand
Yes that's exactly what we mean mother replied
4. when will we arrive in port the passenger asked
5. he said that he had once read A Tale of Two Cities but it must have been a long time ago because he couldn't even remember the main characters name.
6. Eleanor weve won the sweepstakes shouted Franklin pack your bags were heading to the Bahamas
7. Do you know the significance of the date april 25 1912 the history teacher asked his class
8. What she inquired have you done with the children
9. Because his first name was Fiorello Mayor Laguardia was known by those familiar with him as the little flower.
10. Finally the announcement came over the loudspeaker flight 1436 to Seattle and continuing on to Washington DC will begin boarding in five minutes.



Quotation Use Worksheet

Name: _____

Put in the appropriate quotation marks:

1. Look both ways, before you cross the street, Mother reminded us.
2. I like the number story by Pat Hutchins, 10 Black Dots.
3. Who is coming for dinner tonight? Mary asked as she saw her mother put a very large roast in the oven.
4. As a matter of fact, she said, I am mad at you for leaving early.
5. Don't ever say that word again! she yelled at him.
6. Who is coming to the movies with us? she asked.
7. Why didn't I think of that? she exclaimed as she watched her brother solve the puzzle.
8. Go away! Can't you see I'm trying to sleep? said Meg.
9. Have you seen Harry Potter yet?
10. Is that song called Forever Young?
11. I really enjoyed the article, The Only Math You'll Ever Need.
12. Hurry up! she said, I haven't got all day!

Quotation Marks: Quotations Within Quotations

Quotation marks signal that the words between the marks are the real words said by the speaker. Sometimes the speaker may also be quoting someone. When that happens, the second quotation is marked with single quotation marks.



Example 1:

Liam said, "Beth told me 'I'll be late' when I saw her yesterday."

Single quotation marks are also used if the quotation mentions a title of a story, poem, song, or other title that would usually be put in double quotation marks.

Example 2:

"My favorite fairy tale is 'The Three Bears,'" said Jeff.

Notice that in Example 2 the single and double quotation marks appear together at the end of the quotation.

Rewrite each of the sentences below to add both double and single quotation marks.

1. Grace's mother told us, My grandmother's advice was Always be kind and I try to do that.
2. I'll read the first graders my poem Waterfall after school, Mrs. Simpson said.
3. Todd told me, Our practice is on Friday this week, said Kevin.
4. Her class sang Happy Birthday to Elise, commented Bella.
5. The coach remarked, It's all right if you want to yell Hooray!

Using Quotation Marks Around Titles of Short Works

Name: _____

Use quotation marks around the titles of poems, songs, short stories, newspaper articles, and chapters in books.

Example:

My uncle took out his book of fairy tales and read "The Box of Robbers" by L. Frank Baum.

In each sentence, decide whether quotation marks have been used correctly. If the sentence is correct as is, write "Correct as is". If not, rewrite the sentence so that it uses quotation marks correctly.

1. My favorite "Christmas carol is Silent Night."

2. The poem he chose to read was "Ode to a Grecian Urn."

3. The title of the seventh chapter is "Tough" Luck.

4. "Have Funds, Will Travel" was the most useful article in the newspaper.

5. Michael Jackson's song "Thriller was a hit" in the 1980s.

6. "Earthquake" Terror is a story in our reading textbook.

7. King Midas and the Golden Touch "is one of the myths in our textbook."

8. The Beatles' Can't "Buy Me" Love hit the top of the song charts when it came out.

Exclamation Points and Quotation Marks: Inside or Outside?

Sometimes an exclamation point goes inside the quotation marks, and sometimes it goes outside. If the exclamation point is part of the quotation, then the exclamation mark goes inside.

Example:
She cried,
"Be careful!"

If the whole sentence is an exclamation, but the quotation is not, then the exclamation point goes outside.

Example:
I don't like it
when you say,
"Dinner is
late!"

Rewrite each sentence below, adding the exclamation point in the correct place.

1. Max heard someone call "Help"
2. Don't tell me "It doesn't matter"
3. His mother said, "That is no excuse"
4. I can't believe I didn't hear Mr. Williams say, "The homework is due tomorrow"
5. "Hooray" said Lily.
6. She was furious when her sister said, "Please take out the trash"



Question Marks and Quotation Marks: Inside or Outside?



Sometimes a question mark goes inside the quotation marks, and sometimes it goes outside. If the quotation is a question, then the question mark goes inside:

Example:

John asked, "Are we there yet?"

If the whole sentence is a question, but the quotation is not, then the question mark goes outside.

Example:

Did you hear me say "I'm hungry"?

Rewrite each sentence below, adding the question mark in the correct place.

1. When did Oliver say, "You're lucky"

2. My teacher said, "Are there any volunteers"

3. "What time is it" said Mike.

4. Does Mrs. Jackson often say, "There's no time like the present"

5. The boys were already full when their mother asked, "Who wants more"

6. Why did George Washington say "I cannot tell a lie"



Quotation Marks: Changing Indirect Quotations to Direct Quotations

Quotation marks signal that the words between the marks are the real words said by the speaker. Sentences that use quotation marks are called direct quotations.

Example 1: Rachel said, "I want to go to the park."

Sentences that tell what someone said without using quotation marks are called indirect quotations.

Example 2: Rachel said that she wanted to go to the park.

Change each of the follow indirect quotations to direct quotations. Remember to punctuate the sentences correctly.

Indirect: Jeanne said that her dog is a poodle.

Direct: Jeanne said, "My dog is a poodle."

1. The judge demanded order in the court.
2. The teacher said that the journals are due tomorrow.
3. Peter remarked that he thinks Mike is a great basketball player.
4. Luis told Elle that she is nice.
5. Benjamin Franklin said to remember that time is money.

