

Main Uses of Quotation Marks

1. Use quotation marks to set off the words of a speaker or writer. The marks show where a speaker's words begin and where they end. End punctuation goes inside the quotation marks.

Examples

"Who did this?" asked the boss.

"Do not open my mail," said the boss.

She asked, "May I leave now?"

He said, "We are leaving today."

Notes



- * **The first word of a quoted sentence is capitalized.**
Bill said, "My car is in the shop."
- * **If the person quoted interrupts a single sentence, commas and quotation marks indicate where the quote leaves off and starts again.**
"My car," said Bill, "is in the shop until Friday."
- * **If the person quoted interrupts two sentences, a period must be used.**
"My car is finished," said Bill. "I will pick it up Friday."
- * **Use exclamation marks and question marks instead of commas or periods when necessary.**
"When is the test?" Marie *asked*. "Is it hard?"
"The fire is spreading!" *shouted* the fireman. "Get out now!"

Examples

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| " <u>I am leaving today</u> ," she said, " <u>to visit a friend</u> ." | one sentence |
| " <u>I am leaving today</u> ," she said. " <u>I am visiting a friend</u> ." | two sentences |
| " <u>When</u> ," he asked, " <u>do you expect to return</u> ?" | one question |
| " <u>Where is my file</u> ?" he asked. " <u>Do you have it</u> ?" | two questions |
| " <u>Look out</u> ," he shouted, " <u>for that falling tree</u> !" | one exclamation |
| " <u>Look out</u> !" he shouted. " <u>That tree is falling</u> !" | two exclamations |

2. Use quotation marks to set off the titles of short works, including titles of articles in magazines or newspapers, chapters in a book, poems, and songs.

Examples

I read the article "Law Enforcement" in the magazine *Law Today*.

"Satisfaction" was one of the Rolling Stones' first hits.

Robert Frost wrote the poem "The Road Not Taken."

Note



Do **not** use capital letters or quotation marks with **indirect** quotations. A direct quotation uses the speaker's *exact words*; an indirect quotation does **not** use a speaker's exact words.

Examples

Direct quotation: Mother said, "Turn off the oven before you leave."

Indirect quotation: Mother said to turn off the oven before you leave.

Direct quotation: Sarah said, "My parents bought a new car."

Indirect quotation: Sarah said that her parents bought a new car.

Direct quotation: Mrs. Smith said, "Samantha, close that window."

Indirect quotation: Mrs. Smith told Samantha to close that window.

Exercise

For questions 1-25, choose the sentence that is written correctly **and** shows the correct capitalization and punctuation. Read each sentence very carefully.

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| <p>1 A The boss said, check your delivery schedule before starting your route.</p> <p>B "Please take that customer's order," said the waitress, "I'm too busy right now."</p> <p>C "I know," said the supervisor, "that you heard my instructions."</p> <p>D "We didn't hear her call," explained Mary, "we were too busy working."</p> <p>2 F The brochure "Dealing with Dog's" helped us train Towser.</p> <p>G "That was a great film"! exclaimed Julie.</p> <p>H "Where are you going?" she asked. "Will you pick me up something?"</p> <p>J He said, "Be careful with the boat".</p> | <p>3 A "That," she told her friend, "is your problem."</p> <p>B "Which of these orders," asked the waitress, "is yours."</p> <p>C "Call me when you get home," said Carl, "I'll be waiting."</p> <p>D "I'll take care of the shopping," Said Sue.</p> <p>4 F "May we," the class asked, "Leave early?"</p> <p>G Maria said, "this is the dress I want."</p> <p>H Becky wondered, "Should I do this?"</p> <p>J "Leave now," he said, "it is getting late."</p> |
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- 5 A "Did you hear her request those orders by Friday?" Maria asked Sam.
 B Dan asked, "Won't your mother get angry if you don't call?"
 C "London Bridge is no longer in London," Ann said, "it's in Arizona."
 D "Move that car now," shouted the policeman. "It's in a fire lane!"
- 6 F Dr. Wilson said that Sandy broke her arm.
 G The dentist said "You have great teeth."
 H "I love this weather," said Marla, "it's perfect for being outside."
 J "Do not go now," she said, "It is still early."
- 7 A "Crying won't solve anything," said the angry mother to her daughter.
 B "The mall is closed," said Sarah, "we will have to go tomorrow."
 C Bill asked? "Where is the car?"
 D "The boat sank" said John.
- 8 F "Try harder!" shouted the captain!
 G The director asked for his notes.
 H Susan said "Painting is fun."
 J Rollie asked, "Is that one mine."
- 9 A "Are you lost?" I asked.
 B "Whose car is this," asked the officer?
 C She said, "you should call a dentist."
 D "I'll bet you're glad this is over" she said.
- 10 F The salesman said, "This is the best oven that money can buy."
 G "Jimmy Carter will be at a store in Vero Beach," said Helen, "I can't wait to see him."
 H Bill told Carl, "That he should visit their mother more often."
 J "You must allow at least four hours for baking cookies," said grandma Hobson.
- 11 A Todd asked "Have you ever ridden in a helicopter?"
 B Jolene told me, "That she will help you when she finishes her own work."
 C "Finish the assignment" said the teacher.
 D "We are ready to go!" shouted the girls. "Are you taking us?"
- 12 F "This," he said, "is an easy test."
 G She responded "I don't think so."
 H "What was your grade," she asked?
 J "When are you leaving?" he asked?
- 13 A "Trust me," she said, "you won't be sorry."
 B The nervous boy whispered, "Is Sherry home."
 C Dr. Jones said that we should, "expect a hard test on Friday."
 D "The show was filmed in Stuart," the reporter said, "so local people are in it."
- 14 F Sam told us, "to watch our steps."
 G "Is this yours?" she asked. "We found it under that table."
 H "What happened! Harry shouted. "We thought that you were lost."
 J "Are they?" Sharon asked? "going to the concert with us?"
- 15 A "Which of those hot rods?" asked Bill, "is the fastest?"
 B "Where do you think that you are going, young lady?" asked the girl's father. "I did not say that you could have the truck."
 C The reporter said, "senator, I don't believe what you are saying."
 D The players shouted, "we won, we won!"
- 16 F The clerk said, "you must get a permit."
 G "I hope," said Sandra, "that you win."
 H "Leave early," Sharon said, "the concert will be crowded."
 J Bob said "that we should provide our own transportation" because "he could not drive."
- 17 A "That song is wild!" exclaimed Julio.
 B "May we," the children asked, "Have some more cake?"
 C Dan said, "this is exactly what I wanted."
 D "You have Johns book," I said.
- 18 F "Loud people annoy me." said Sarah.
 G "Living a Life of Ease in Retirement" is an interesting article.
 H "That car is their's," Ralph said.
 J "It's my life," she said, "I'll do what I want."

- 19 **A** The article "Raising Cane" is her's.
B "My shift starts at 9," he said, "not 10."
C "Why are you leaving," she asked?
D "The dog," she said, "needs it's shots."
- 20 **F** "I hope that car isn't Ralph's," she said. "It's raining, and the windows are down."
G "Everyone was there," said Ellen, "it was exciting."
H "We had never met," said Dan, "however, we knew many of the same people."
J "Isn't their another book for her?" asked the teacher.
- 21 **A** The child asked, "May I invite Mary, Sue and Jessica to my party?"
B "What time do you leave," he asked?
C "If you do not use correct punctuation on a job letter," the prospective employer asked, "How do I know that your degree means anything?"
D "Please bring plenty of beer," said Don, "for we're expecting a crowd."
- 22 **F** "Don't forget you're jacket," said Jill. "It's going to rain today."
G "Some salesmen will be displaying the companys' products at the trade show," said Bill.
H Many of the children are afraid of shadow's in the dark on Halloween.
J "I've got it! I've got it!" shouted the boy just before he dropped the ball.
- 23 **A** Most of the companies' that sell home insurance in Florida raised their rates.
B The police departments officer's must take that class.
C Many students' in the class arrive early.
D "It's not his," she said. "It's mine."
- 24 **F** "Are you going by your mother's house?" she asked. "I have some pen's for her."
G All of the county's employees must pass drug tests before their hired.
H "Where are you going," she asked, "after the game is over?"
J Is that dog wearing it's collar?
- 25 **A** Marys new car is a Ford.
B "Is something wrong with your car? the mechanic asked.
C I know that President John F. Kennedy said, "Ask what you can do for your country."
D Murphys law says, "Whatever can go wrong will go wrong."