**Grammar Mania Monday: Punctuating Quotations** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* A \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a report of a speaker’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_ words.
  + Use quotation marks at the **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** and **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** of a direct quotation.
    - All passengers assemble on deck said the captain.
  + Use commasto set of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_** used with direct quotations (whether they occur at the beginning, in the middle, or at the end of sentences).
    - The captain said All passengers assemble on deck.
    - All passengers said the captain assemble on deck.
    - All passengers assemble on deck said the captain.
  + If a quotation is a question or an exclamation, place the question mark or exclamation point **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** the closing quotation marks.
    - Have we hit an iceberg  a crewman asked.
  + If quoted words are part of a quotation or exclamation of your own, place the question mark or exclamation point **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** the closing quotation marks.
    - Did I hear him say I believe we’re sinking
* Do not use quotation marks to set off an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
  + An indirect quotation tells\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_, what someone said.
  + An indirect quotation is often introduced by the word *\_\_\_\_\_\_\_\_\_*.
  + It does not require a comma.
    - **Direct**: Captain Smith shouted to the radio operators You can do no more. Abandon your cabin.
    - **Indirect**: Finally, Captain Smith told the radio operators **that** they should abandon their cabin.
* A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a direct quotation that is separated into two parts.
* Explanatory words such as ***he said*** or ***she said*** come \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the parts.
  + Use quotation marks to enclose \_\_\_\_\_\_\_\_\_\_\_\_ parts of a divided quotation.
    - The ship the owner said is unsinkable.

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* + Do **not** capitalize the first word of the second part of a divided quotation unless it begins a **\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
    - The ship is unsinkable he saidbecause of it’s double-bottomed hull.
    - The ship is unsinkable he said**.** \_t has extra protection because of its double-bottomed hull.
  + Use \_\_\_\_\_\_\_\_\_\_\_\_\_ to set off the explanatory words used with a divided quotation.
    - “The ship**,” \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_,** “has extra safety features.”

Group Practice

1. Han said Please bring me a glass of Alka-Seltzer.

2. The trouble with school said Muriel is the classes.

3. I know what I’m going to do after my last final whispered Allyson.

4. No one said Millie is leaving this house. We have a mess to clean up!

5. Tim said My niece will be on the same bus as your nephew.

6. Maria said that you would help me with my algebra.

7. Did he just say We broke the pencil sharpener?

Individual Practice

1. Gus looked at us and shouted Take those wet clothes off

2. No insisted the spoiled child as she stomped her foot.

3. When you get to the beach insisted Betty please call me to let me know you made it there.

4. My high-school French teacher always used to say that practice makes perfect.

5. Do you know who said all's fair in love and war?