

Punctuating Quotations

Grammar Mania Monday

Direct Quotations

- A direct quotation is a report of a speaker's exact words.
 - Use quotation marks at the **beginning** and **end** of a direct quotation.
 - “All passengers assemble on deck,” said the captain.
 - Use commas to set off **explanatory words** 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 **inside** 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 **outside** the closing quotation marks.
 - Did I hear him say, “I believe we’re sinking”?

Commas and periods always go inside quotation marks. They're too little to stay outside.



Indirect Quotations

- Do not use quotation marks to set off an indirect quotation.
 - An indirect quotation tells, in different words, what someone said.
 - An indirect quotation is often introduced by the word *that*.
 - 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.

Divided Quotations

- A divided quotation is a direct quotation that is separated into two parts.
- Explanatory words such as *he said* or *she said* come between the parts.
 - Use quotation marks to enclose both parts of a divided quotation.
 - “The ship,” the owner said, “is unsinkable.”
 - Do **not** capitalize the first word of the second part of a divided quotation unless it begins a **new** sentence.
 - “The ship is unsinkable,” he said, “because of it’s double-bottomed hull.”
 - “The ship is unsinkable,” he said. “It has extra protection because of its double-bottomed hull.”
 - Use commas to set off the explanatory words used with a divided quotation.
 - “The ship,” **he explained**, “has extra safety features.”

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?