

RULES SHEET






QUOTATION MARKS

A direct quotation is a person's exact words, just as they were said.

Example: Fred's last words were, "Don't worry, there are no sharks in the water."

Don't confuse a direct quotation with a paraphrase, which is a retelling of a person's words *not* as they were spoken.

Example: Fred's last advice was that we shouldn't worry because there weren't any sharks in the water.

-  1. A direct quotation begins with a capital letter.
Example: I heard him say, "Give me the money."
2. If the quotation is only a fragment of a sentence, do *not* begin the quote with a capital letter.
Example: The gunman said he wanted the money "in my gym bag."
-  3. When a quoted sentence is broken by an expression like *he said*, a comma follows the expression, and the second part of the quote begins with quotation marks and a lower-case letter.
Example: "Stay on the floor," he said, "or I'll do something drastic!"
4. A direct quotation is always set off from the rest of the sentence by commas, a question mark, or an exclamation point.
Example: John Lennon said, "Give peace a chance."
"What did you say to me?" asked the bully.
"Don't move!" shouted the police officer.
-  5. Commas and periods are always placed inside of quotation marks.
Example: "Many critics," said the professor, "call Poe the father of the short story."
-  6. Place a question mark or an exclamation point inside the closing quotation marks if the quotation itself is a question or exclamation; otherwise place them outside of the quotation marks.
Example: "Does everyone have a pencil?" asked the teacher.
"Get out of here!" shouted the firefighter.
Who whispered "I bought a cheat sheet"?
There are still some people who claim that they "can't afford a smoke detector!"
7. The titles of short works—essays, poems, chapters, songs, articles—are enclosed in quotation marks. (Full-length works are underlined.)
Example: "How I Spent My Summer Vacation"
"Stairway to Heaven"
"Politics and the English Language"
-  8. When you write *dialogue* (speech between characters), begin a new paragraph each time the speaker changes.