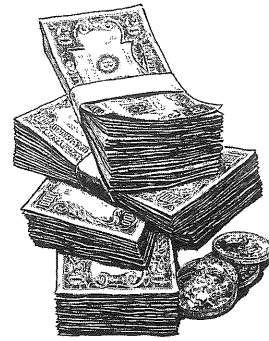


## Writing Quotations

A **direct quotation** is the exact words of a speaker. When you write a direct quotation, enclose the speaker's words in quotation marks (" "). Do not put quotation marks around words that identify the speaker.

Include the end mark for the quotation inside the quotation marks. Capitalize the first word of a direct quotation.



The angry customer demanded, "Give me my money back."

An **indirect quotation** repeats a speaker's message but does not use the speaker's exact words. Do not enclose indirect quotations in quotation marks.

**Indirect:** The clerk advised her to go to Customer Service.

**Direct:** The clerk advised her, "Go to Customer Service."

Add quotation marks wherever they are needed in each sentence. If the sentence is an indirect quotation, write *IQ* on the line.

1. \_\_\_\_\_ The usher mumbled, Go to the theater on the left.
2. \_\_\_\_\_ My sister said that unless I hurried, I would miss the bus.
3. \_\_\_\_\_ Where is the petite department? Karla asked the clerk.
4. \_\_\_\_\_ Our neighbor complained that our dog was keeping him up at night.
5. \_\_\_\_\_ Let's leave now! whispered Leeann.
6. \_\_\_\_\_ Vince asked, Which late-night show is your favorite?
7. \_\_\_\_\_ The frightened woman cried, My house is on fire!
8. \_\_\_\_\_ The officer reported that the situation was under control.
9. \_\_\_\_\_ Claudia suggested that we could take a bus to the museum.
10. \_\_\_\_\_ Run for home! Matt shouted.
11. \_\_\_\_\_ Mrs. O'Connor insisted that her idea would work.
12. \_\_\_\_\_ Jordan said, I am finally getting used to decaf coffee.

**B****Practice**

When you write direct quotations, remember these capitalization and punctuation rules:

- If the phrase that identifies the speaker comes before the quotation, place a comma after the phrase and before the quotation marks.

Lee asked, "What will we have for dinner?"

- If the quotation is a statement, and it comes before the phrase that identifies the speaker, use a comma instead of a period as its end mark.

"I'm going to the grocery store now," said Elena.

- Enclose both parts of a divided quotation in quotation marks. Do not capitalize the second part unless it begins a new sentence.

"Wait just a minute," said Lee, "and I'll join you."

"That would be nice," replied Elena. "We can walk there."

Read each of the following pairs of sentences. Choose the sentence that is capitalized and punctuated correctly.

1. A The astronaut exclaimed "planet Earth looks beautiful!"  
B The astronaut exclaimed, "Planet Earth looks beautiful!"
2. A "What I hate about bowling said Niki, is wearing someone else's shoes."  
B "What I hate about bowling," said Niki, "is wearing someone else's shoes."
3. A "Is anyone taking notes?" asked the chairperson.  
B "Is anyone taking notes"? asked the chairperson.
4. A "Let's go out for dinner," suggested Amy.  
B "Let's go out for dinner." suggested Amy.
5. A The injured player said that he was feeling better.  
B The injured player said "that he was feeling better."
6. A "My brother lives in Houston," said Carol. "he's visiting us for a week."  
B "My brother lives in Houston," said Carol. "He's visiting us for a week."

**C****Apply**

Read each of the following sentences. Add commas wherever they are needed. (One sentence needs no commas added to it.)

1. The librarian said "Please be quiet in the library."
2. "I can proofread your letter" offered Ruth.
3. "My baby sleeps all day" complained Teresa "and is awake all night."
4. "Have you ever seen this movie before?" asked Tim.
5. The night watchman shouted "Stay where you are!"
6. "Our goal" said the director "is to please every customer."

Read each sentence. If it is capitalized and punctuated correctly, write *Correct* on the line. If not, rewrite the sentence correctly.

7. Marla asked, would you like a second helping?

---

8. The driver says that I owe another dollar.

---

9. My computer crashed again! whined Bobbi.

---

10. Gabe said "I like strawberries in my cereal,"

---

11. "This summer is hot, admitted Jon, but last summer was hotter."

---

12. "Our team," complained the coach, "is getting too many penalties".

---

13. Aaron asked? "Have you heard any good jokes lately"

---

14. "I run two miles every morning." said Michelle.

---

**D****Check Up**

Read each group of sentences. Choose the sentence that is written correctly.

1. A Valerie wailed, "I just stepped in poison ivy"!
  - B Mom called "Don't forget to brush your teeth."
  - C Nathan said that he was shopping for a new car.
  - D "can anyone use some zucchini?" asked Jerome.
2. F The deliveryman asked? "where do you want the sofa"
  - G Brandon advised "Don't quit your day job."
  - H Caitlin shouted, Throw the ball to me!
  - J "I wanted to see the sunrise," said Noah, "but I overslept."
3. A "Does anyone know how to program this VCR," asked Lisa?
  - B "The forecaster said that tonight would be clear and cold."
  - C Todd said, "The ceremony will begin at noon."
  - D "The auctioneer cried," what will you give for this lovely quilt?
4. F Kelly asked, "Do you need some help in the kitchen?"
  - G The princess complained, "that her bed was uncomfortable."
  - H The waiter said, "today's special is meatloaf."
  - J "It's almost quitting time." Brett said happily.

Read each sentence and look at the underlined part. Choose the answer that is written correctly for each underlined part.

5. The operator said, "What number are you calling"
  - A calling".
  - B calling?"
  - C calling"?
  - D Correct as it is
6. "The butterfly," said the museum guide, "Is a fascinating creature."
  - F guide "is
  - G guide, is
  - H guide, "is
  - J Correct as it is
7. The chef said that he used only the freshest ingredients.
  - A said, "That he
  - B said that, he
  - C said that, He
  - D Correct as it is
8. Byron remarked "This play is hard to follow."
  - F Byron remarked, "This
  - G Byron remarked this
  - H Byron remarked", This
  - J Correct as it is