



## NOTE: WORKSHEET FOR HW IS ON PAGE 3!

Name \_\_\_\_\_

Notes on Quotes: Tips and Tricks

When you punctuate with quotes—think about **4 things**:

1. **Quote marks** – around the exact words of the speaker
2. **Commas** – are used to separate quotations from the rest of sentence and always go to the left of the quote marks. **Commas are used when the stem (non-quote) part of the sentence contains the verb “said” or synonyms for said (exclaimed, commented, shouted, whispered...you get the idea).** Commas are not used when the quote flows into the rest of the sentence.
  - Sandy said, “I love to use semicolons.”
  - “I love semicolons,” said Sandy.
  - Sandy said that he loved semicolons “more than anything.”
  - **Athena’s statement that “[i]n every venture, the bold man comes off best” is good advice.**
3. **Capitalization**--capitalize the first word of a quote that is separated from the rest of the sentence w/ a comma-- even when it doesn’t begin your sentence.
  - Ian said, “The test has been cancelled.”
4. **End marks of punctuation** – inside or outside the quotation marks?
  - When a quote ends the sentence, **NEVER** use 2 end marks of punctuation –unless there is a citation between them.
  - **Periods ALWAYS go INSIDE** quotation marks
    - Sandy said, “Let’s recite some epic similes.”
  - **! and ? go inside the quote marks only** when they logically apply to the quote.
    - Jessie asked, “Did you hear that?”
    - Did you hear Nick say, “Clauses are a fascinating topic”?

**Other facts about quotes:**

- Semicolons and colons go outside quotation marks  
Sandy calls himself a “human calculator”; he can do quadratic equations in his head.
- **Do not use** quote marks around **indirect** quotations. An indirect quotation summarizes a person’s ideas without using his exact words.  
e.g. Jack said, “I adore Sandy.” (direct quote)  
Jack said that he loved Sandy. (indirect quote)

- **SPLIT QUOTES**→When a single-sentence direct quotation is broken up by an interrupting expression such as *he asked* or *she said*, use a comma on both sides of the interrupting expression, but **do not** capitalize the first word of the second part of the quote:

*“If the world were a logical place,” Jenny said, “people wouldn’t park in driveways and drive in parkways.”*

- **When writing a passage with several speakers, start a new paragraph each time the speaker changes:**

*The distant music stopped. There was a loud bark from the dog, but Hermione had already jumped. She landed on Harry’s other side.*

*“We must be miles under the school,” she said.*

*“Lucky this plant thing’s here, really,” said Ron.*

*“Lucky!” shrieked Hermione. “Look at you both!”*

-Harry Potter and the Sorcerer’s Stone

- *Always try to WEAVE your quotes smoothly into your text.*

☹ *I interviewed Chris about skateboarding. “It is really the best sport; the challenge is what makes skateboarding so great.”*

☺ *I interviewed Chris about skateboarding, her favorite hobby. **Chris’s enthusiasm was obvious as she explained to me the things she loves about the sport. In particular, she noted, “The challenge is what makes skateboarding so great.”***

**Quotes within quotes.** If you need quotation marks within a quotation, use single quotes for the interior quotes:

- *Sandy yelled out, “My favorite poem is ‘The Raven.’”*
- *Sandy responded, “My favorite Homeric epithet is ‘nymph with the lustrous braids.’”*
- *Sandy asked, “Did you say, ‘I love “The Raven”?””*

**When to use a colon instead of a comma:** When you quote **more than 1 sentence**, use a **colon** rather than a comma to separate the stem from the quote.

Example:

When Eurylochus tries to detain him, Odysseus announces: “I must be off. Necessity drives me on” (*Od.* 10. 300-301).

Name \_\_\_\_\_

**Quote review –The direct words of a speaker appear in italics; use correct quote punctuation, capitalization, and commas. Be sure end marks of punctuation are correctly placed. Correct any errors you see!**

1. *I'm going to Florida on Saturday* **said Tim.**
2. **Joey said** *let's all go with Tim!*
3. **Emma called out** *hey, Tim, can we go with you?*
4. *I love Mexico* **said Lily** *especially in the Winter.*
5. **Alexa said** *I love to travel!*
6. **Do you know who said** *there is nothing either good or bad but thinking makes it so?*
7. **Anthony asked** *does anybody here like Justin Biebers song One less lonely girl as much as I do ?*
8. **Isabel said that Emily likes grammar quizzes.**
9. *I wonder* **mused Jasmine** *if we are getting our tests back today.*
10. **Kelly said** *did you know that Jasons favorite subjects are english and math ?*

↓Write your own sentence with a quote. Punctuate and capitalize it correctly.