

QUOTATION MARKS

WHAT YOU NEED TO KNOW

RULE	EXAMPLE
Use quotation marks to enclose direct quotes .	Jane said, "This has been my favorite class, Mrs. Thompson."
Capitalize the first word of a quoted sentence.	Jane said, "This has been my favorite class, Mrs. Thompson."
Use a comma to separate the quote from the rest of the sentence when introduced with a tag word such as <i>said</i> , <i>remarked</i> , <i>wrote</i> , etc.	Jane said, "This has been my favorite class, Mrs. Thompson."
Begin a new paragraph each time the speaker changes.	Jane said, "This has been my favorite class, Mrs. Thompson. I feel like I've learned so much, and the class discussions were really enjoyable." "Thank you, Jane," replied Mrs. Thompson. "You're welcome!"
Place periods and commas inside quotation marks.	"Carrie," said Javier, "I hope you enjoyed the concert."
Place colons and semicolons outside of quotation marks.	Antony wrote, "My application for the Peace Corps has been accepted"; consequently, I doubt he'll be able to attend my graduation in the spring.
The question mark or exclamation point will go inside the quotation marks if only the quote is a question or exclamation.	Faith asked, "Can we go to the store this afternoon?"
The question mark or exclamation point will go outside of the quotation marks if the entire sentence is a question or exclamation.	Which one of you said, "Remember to put the lid on the pan before you turn the burner up"?
Do not place quotation marks around indirect quotes .	Which one of you told me to put the lid on the pan before?
Use quotation marks to enclose sayings .	Do you know the old saying "Home is where the heart is"?
When a quote is formally introduced with an independent clause, use a colon .	According to the famous author E.B. White, writing only one draft will not produce the best writing: "The best writing is rewriting."
Use single quotation marks to refer to quotations within quotations.	Maria complained, "Jorge, you have an amazing voice, but could you sing something else besides 'Leila'?"
Use block quotes when quoted material is longer than four lines. A block quote is introduced formally and indented one inch. Quotation marks are not necessary.	(See <i>The Bedford Handbook's</i> MLA section or The St. Martin's Online Tutorial on Avoiding Plagiarism at http://bcs.bedfordstmartins.com/plagiarismtutorial for examples of block quotes and proper citation information.)
Do not use quotation marks for sarcasm , humor , or clichés .	It was truly raining cats and dogs yesterday.
Use quotation marks around the titles of small or partial works. <ul style="list-style-type: none"> • newspaper and magazine articles • poems • short stories • songs • TV episodes or radio programs • chapters or sections of books <i>Do not use quotes around the title of your own essay.</i>	The <i>Buffy the Vampire Slayer</i> episode "Hush" was nominated for an Emmy.
Use quotation marks (or italics) to refer to specific words .	Homonyms like "their" and "there" are frequently misused.

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Don't forget: students can always ask tutors or their teachers for an explanation of anything that's not clear.

Texts available to use in the SLC English Writing Lab:

<i>Grassroots with Readings</i> , Ninth Edition Susan Fawcett Chapter 29	<i>Evergreen, A Guide to Writing with Readings</i> , Ninth Edition, Susan Fawcett Chapter 37	<i>The Bedford Handbook</i> , Seventh Edition, Diana Hacker Pages 413 – 421
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Online:

[Quotation Marks with Direct and Indirect Quotes](#)

[Quotation Marks](#)

[Using Quotation Marks](#)

[Quotation Marks](#)

[Quotation Marks in Dialogue](#)

[Quoting, Paraphrasing, and Summarizing](#)

[Documenting Sources \(MLA Guidelines and Block Quotes\)](#)

[Grassroots Companion Site](#)

[Evergreen Companion Site](#)

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PRACTICE

Directions: Rewrite the following paragraph on your own sheet of paper making any necessary changes in punctuation and paragraphing.

Sierra asked can you take me to the movies tonight, mom? A new comedy starring Tina Fey just came out. It's called *Baby Mama*, and it looks hilarious. Oh, really? I like Tina Fey. I loved watching her on *Saturday Night Live* replied Mrs. Lynn. Maybe I'll go with you. O.K., mom said Sierra but can you pick up Kara, too? Of course! Mrs. Lynn exclaimed. What time does the movie start? At eight o'clock.

Directions: Add or delete quotation marks as needed and make any other necessary changes in punctuation or capitalization in the following sentences. If the sentence is correct, write "correct" after it.

1. Eileen asked, "Have you heard of Lynne Truss"? _____
2. "Yes, Lynne Truss is the author of the book *Eats, Shoots & Leaves*, which laments the misuse of standard punctuation marks," responded Carol. _____
3. Carol added, "My favorite chapter is "Merely Conventional Signs" in which the author blasts "emoticons" – symbols or combination of symbols that are used to express emotion in emails." _____
4. "Another friend commented, said Eileen, that I must be good friends with Lynne Truss because I debated her use of quotation marks to set off humorous expressions." _____
5. Carol said, "the book was a best seller. Apparently you're not the only one who is concerned with the correct use of quotation marks." _____