

## REVISION OF PUNCTUATION

### Quotation marks

#### A quick reminder:

In our writing, when people speak, we show that the words are spoken by using special marks: ‘talking marks’ or ‘quotation marks’.

“Hello there, what’s your name?” said Doug  
to the strange little creature.

“Woof, woof,” barked Fletcher.

“Greetings, Earthling,” said the alien. “My name is Al.”

“How can I help you?”

“My space craft has run out of fuel,” said Al sadly.

You can see that the **spoken words** are inside special marks:

“ ”

We put the **opening quotation marks** *before* the **first word** that is spoken.

“How can I help you?”

We put the **closing quotation marks** *after* the **last word** that is spoken.

“How can I help you?”



From *Chalk and Cheese*, Fantasy stories

There may be more to the sentence than the spoken words, as in

“Greetings, Earthling,” said the alien.

That doesn’t matter. The closing quotes still go after the last word spoken.

**Both opening and closing quotation marks are necessary!** The reader must know which words are spoken aloud.

If there are more words in the sentence *after the quote*, we need to end the spoken words properly, usually with a comma:

“Greetings, Earthling,” said the alien.

Or sometimes with a question mark or exclamation mark:

“Hello there, what’s your name?” said Doug to the strange little creature.

If there are more words after the spoken words, we need to finish the sentence properly with a full stop.

“Woof, woof,” barked Fletcher.

## EXERCISE 1

Here is more of the same story, *Chalk and Cheese*, but the quotation marks have been removed. Can you put them back in?

My space ship ran out of fuel, explained the alien. Will you help me get some more?

Me? gulped Doug. I’m no rocket scientist. I don’t know anything about flying saucer fuel.

Maybe you do, said the alien. What I need is chalk, cheese and hot, sugary donuts.

We’ll have to be very careful.

Doug's eyes almost popped out of his head.

So, Earthling, will you help me?

Doug thought about it.

We'll have to be very careful.

## EXERCISE 2

Here are some sentences which require quotation marks, but they have been removed. Can you put them back in? (Remember that *each piece of speech* must have its own quote marks, even if that means there are more than one set in a sentence.)

1 Do you have any donuts? said the alien.

2 A young girl asked the zookeeper, Do pandas eat meat?

3 Mum came into my room and asked me, Have you done your homework?

4 What a lovely day it is, said the postman as he went by. Have a nice day, won't you?

5 Do you prefer cats or dogs? said my grandma. I prefer cats myself.

6 To be or not to be is the most famous quotation in all of Shakespeare.

7 How dare you speak to me like that? said the old man.

8 I wish, I said scratching my head thoughtfully, that I was better at Maths.

9 Help! Help! I yelled, brushing the spider off my hand. I hate them!

10 Tom you are a naughty boy, said Tom's mother. Please try to behave.