

Quotation Mark Rules and Practice

In any paper you write, you may, on occasion, want to include the specific words that someone said to add interest to your essay. Another time, you may want to quote an expert on a subject to provide support for a position you've taken. To reflect a person's words in your paper, you need to

- A. Put *quotation marks* around the spoken words.
- B. Make reference to the person speaking.

Rules for punctuation quotations with examples:

1. Quotation marks go around only the spoken words. Ex: John said, "Where are you going?"
2. Quotation marks always go *outside* of commas and periods. Ex: Maria replied, "I am going home."
3. The reference to the speaker may come at the beginning, in the middle, or at the end of a quote. A comma always separates the reference to the speaker from the quote itself. Ex: "I don't believe," said Mark, "that we have met."
4. If a quote contains two or more sentences together, the quotation marks are placed in front of the first sentence and after the last sentence only. Ex: Juan said, "I am very tired. I am also hungry and thirsty."
5. A comma comes after the last word in a quote only if the sentence continues after the quote. Otherwise, an end mark is used. Ex: "You are a good friend," said Julia.
6. If the reference to the speaker is in the middle of a quote, the quoted words on both sides of the reference are in quotation marks. (See rule 3).
7. When you change speakers in a paper, you usually begin a new paragraph.
8. Direct quotations are the exact words of the speaker. An *indirect quotation* tells what the speaker said *as told by the writer*. Indirect quotations are *not put in quotation marks* because they are not the exact words of a speaker. Ex: Jack said that he needs a second job. Mary told me that she was tired of school.

Add quotations & other punctuation as needed. Some sentences are correct without additions.

1. Han said Please bring me a glass of Alka-Seltzer.
2. The trouble with school said Muriel is the classes.
3. I know what I'm going to do after my last final whispered Allyson.
4. Jason admitted I have very oily hair. I wash it twice a day.
5. That's a beautiful ring exclaimed Bob Where did you buy it?
6. No one said Millie is leaving this house. We have a mess to clean up!
7. Candace said that her nephew from Miami would arrive on the bus.
8. Tim said My niece will be on the same bus as your nephew.
9. Maria said that you would help me with my algebra.
10. Will you please help me with my lab report for botany? asked Jessica.