How to quote

When referring to/working with a text, you need quotations from that text to support your statements and findings with evidence.
You can quote directly or indirectly, and you can integrate quotations into your own sentences or quote passages to back up what you have said in your own words.

1. Match the the technique with the example. Draw lines.

1) ... quote indirectly from a text, i.e. say something that can be found in the text in your own words. This is often used when stating facts that need no in-depth interpretation. To show that you haven't quoted directly from the text, use "cf.".

2) ... integrate direct quotes into your own sentence. But be careful: Don't change the meaning of the quotation, and make sure the resulting sentence is grammatically correct. To show that you are quoting directly from the text, use inverted commas.

3) ... quote a short passage or sentence directly to back up what you have already said in your own words. Again, use inverted commas to show that it is a direct quotation.

Ed comes from one of the parts of the town where the poorer, less educated people live, which he himself describes as a "dirty secret" (p. 59).

Ed states clearly that he is not content with his life: "No real career. No respect in the community. Nothing" (p. 58).

Ed works as a taxi driver and plays cards with his friends Audrey and Marvin on a regular basis (cf. p. 58).

2. Which of these rules are new to you and which rule do you already use?
Check your reading journal and/or exams and then write a letter to your future self to make sure that you improve your quotes.

When you quote from a text, ...

- don't quote very long passages. Quotes should underline or support what you have to say, not say it for you.
- don't use quotes simply to fill paper space – they must refer to your findings.
- quote the exact wording and punctuation from the text. If you leave something out or change something to make it fit into your sentence, you have to indicate that clearly by using [...]. You may only make minor changes and mustn't alter the meaning of your quote.
- don't use quotations to retell a text or story.
- make sure the quotes are meaningful – don't quote the first two words followed by "...".
- always refer to lines or pages (l. 1/ll. 5-7/p. 8/pp. 8-9, etc.). Use "l." for one line, "ll." for more than one line, "p." for one page and "pp." for more than one page.
- you should set off the quoted passage further away from the left-hand margin if the quoted text is more than *two or three* sentences long.

your name

Dear

What I have always done well is to ...

There is some room for developement when it comes to ...

I hope this will help you in your next exam.

Best regards,

your name