

## Writing preparation

- 1 Do you remember direct speech? Look at this sentence and the punctuation.

speech marks → "Those soldiers look very fierce," ← speech marks  
a comma ← said Robert. ← a full stop

- 2 Remember, the **reporting words** can come at the beginning of the sentence:

Grandad said, "This is a time-travel phone."

They can come at the end of the sentence:

"Where are we going?" asked Robert.

They can come in the middle of the sentence:

"Let's go somewhere exciting," said Lucy, "but it must be safe, too."



- 3 Read.

We often use *said* and *asked* as reporting words.

We can use other words that show how someone spoke:

shout      scream      whisper      exclaim      explain

Now match the words to the definitions. Check in your Dictionary if necessary.

- 1 to speak in a loud voice \_\_\_\_\_
- 2 to speak in a quiet voice \_\_\_\_\_
- 3 to give information to help someone understand \_\_\_\_\_
- 4 to speak loudly because of feeling angry or afraid \_\_\_\_\_
- 5 to speak loudly and in surprise \_\_\_\_\_

- 4 Choose words from exercise 3 to complete the sentences. Add the punctuation.

- 1 Look at the emperor's throne! \_\_\_\_\_ Lucy.
- 2 Chinese emperors always had beautiful gold thrones Grandad \_\_\_\_\_.
- 3 The emperor looks very angry \_\_\_\_\_ Robert quietly.
- 4 A soldier \_\_\_\_\_ Stop whispering.
- 5 Suddenly something small and grey ran across the floor.  
It's a mouse \_\_\_\_\_ a lady and jumped on a chair.