

1 Use quotation marks for exact words someone says.

Put the exact words in quotation marks.



"I love reading!"

Example:

"I love reading," said Sam.

2 Use quotation marks for exact words in writing.

Use quotation marks when you copy someone's exact words from a book, article, sign, or letter.

Example:

The poster said, "Learn today, lead tomorrow."



3 Start with a capital letter.

The first word inside quotation marks always begins with a capital letter.



Example:

"Today is Sports Day," said Mia.

★ Even if the sentence before the quotation does not end with a period!

4 Punctuation goes inside the quotation marks.

Commas, periods, question marks, and exclamation marks go inside the quotation marks if they are part of the exact words.

Example:

"Where are you going?" asked Dad.

"Wow, that's amazing!" she exclaimed.



5 Punctuation goes outside the quotation marks.

If the punctuation is not part of the exact words, it goes outside the quotation marks.



Example:

He said, "I will be late",

She asked, "Can you help me"?

6 Use quotation marks for titles of short works.

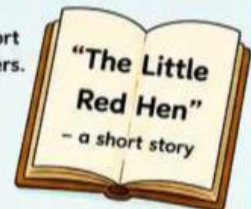
Use quotation marks for the titles of short stories, poems, songs, articles, or chapters.

Example:

We read the story

"The Little Red Hen"

in class today.



7 Use single quotation marks inside double quotation marks.

Use single (' ') quotation marks for quotes within quotes.



She said,
"I heard Dad say,
'We will leave
at 8 o'clock.'"

Example:

She said, "I heard
Dad say, 'We will
leave at 8 o'clock.'"

8 Do NOT use quotation marks for indirect speech.

Do not use quotation marks when you are not using the exact words.

Example:

Tom said he was happy
to help.

(These are not his exact words.)



QUICK TIPS



Use quotation marks only for exact words.



Check your punctuation!



Read your work aloud to see if it sounds right.

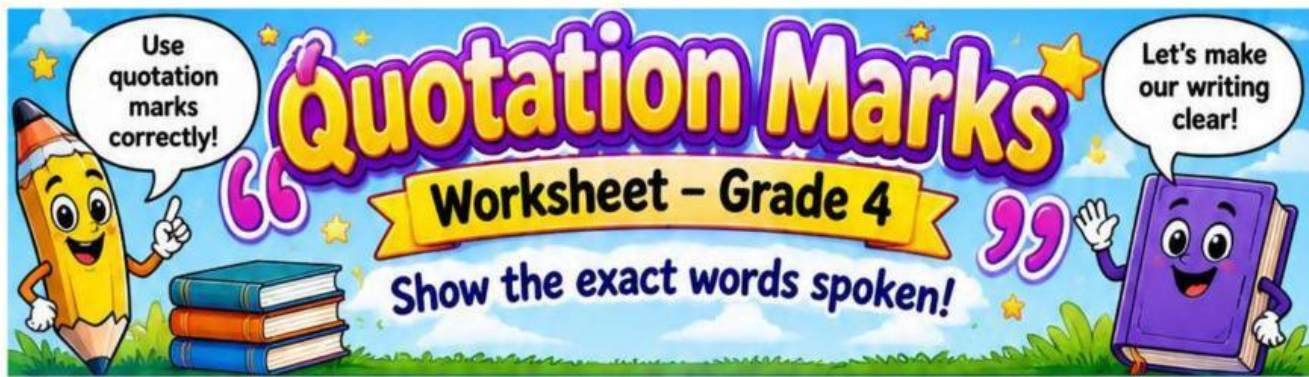


Practice makes perfect!



Quotation marks help readers know whose words are being used.
Use them correctly to make your writing clear and strong!





- 1** Add quotation marks to the exact words spoken in each sentence.

- a) "I am so happy," said Kayla.
b) "We will win the match," shouted the captain.



- 2** Rewrite the sentence using a capital letter where needed and add the correct punctuation inside the quotation marks.

where are my keys asked mom



- 3** Write the exact words shown on the sign using quotation marks.



- 4** Choose the correct sentence with quotation marks. Tick (✓) the best answer.

- a) ☐ The teacher said, We will start the test now.
b) ☐ The teacher said, "We will start the test now."
c) ☐ "The teacher said, "We will start the test now."



- 5** Put quotation marks in the right place.

- a) She asked, Can I sit with you?
b) "No, I'm not going, said Jason.



- 6** Add the title of the short story in quotation marks.

We read the story The Lost Puppy in class.



- 7** Underline the exact words spoken in the sentence and tell whether the quotation marks are used correctly.

- a) "I will call you later," said Dad. _____
b) She said, "I am proud of you". _____
c) "Let's go to the beach!" cried Mia. _____



- 8** Change the indirect speech to direct speech. Use quotation marks.

Ben said that he was excited about the trip.



- 9** Write a sentence of your own using quotation marks for exact words spoken.

- 10** Copy the sentence and put the punctuation in the correct place inside the quotation marks.

wow that cake looks delicious said nina



“ Use quotation marks to show **exactly** what someone says! ”