A quill pen is shown in a glass inkwell on the left side of the slide. The quill is white with a dark brown feather and is positioned diagonally. The inkwell is a simple, rounded glass container. The background is a solid dark red color with a subtle gradient and a dark, wavy shadow-like shape at the bottom.

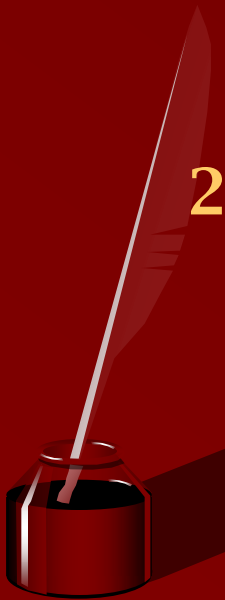
Rules for Punctuating Direct Quotations

It is as easy as counting to 5!

A sentence that contains dialogue has two main parts.

1. The **direct quotation** is a records of the exact words spoken.

2. The **source phrase** names the speaker and gives clues to how the direct quotation is spoken.



There are 5 basic rules for punctuating direct quotations!

Rule 1	Rule 2	Rule 3	Rule 4	Rule 5
Add quotation marks.	Separate source phrase from the quote.	Capitalize the first word of the direct quotation.	Add end marks.	Add needed capitalization and punctuation



How would you punctuate a conversation if the “who said” part comes first?



the mayor said out loud please

**Rule 1: Add quotation marks (“”)
at the beginning and end
of the direct quote.**



the mayor said “out loud please”

the mayor said “out loud please”

**Rule 2: Separate the source phrase
from the direct quotation
with a coma (,)**

the mayor said, “out loud please”



the mayor said, “out loud please”

**Rule 3: Capitalize the first word
of the direct quotation.**

the mayor said, “**O**ut loud please”



the mayor said, “Out loud please”

Rule 4: Place a period (.), question mark (?), or an exclamation mark (!) at the end of the sentence before the ending quotation mark.



the mayor said, “Out loud please.”

the mayor said, “Out loud please.”

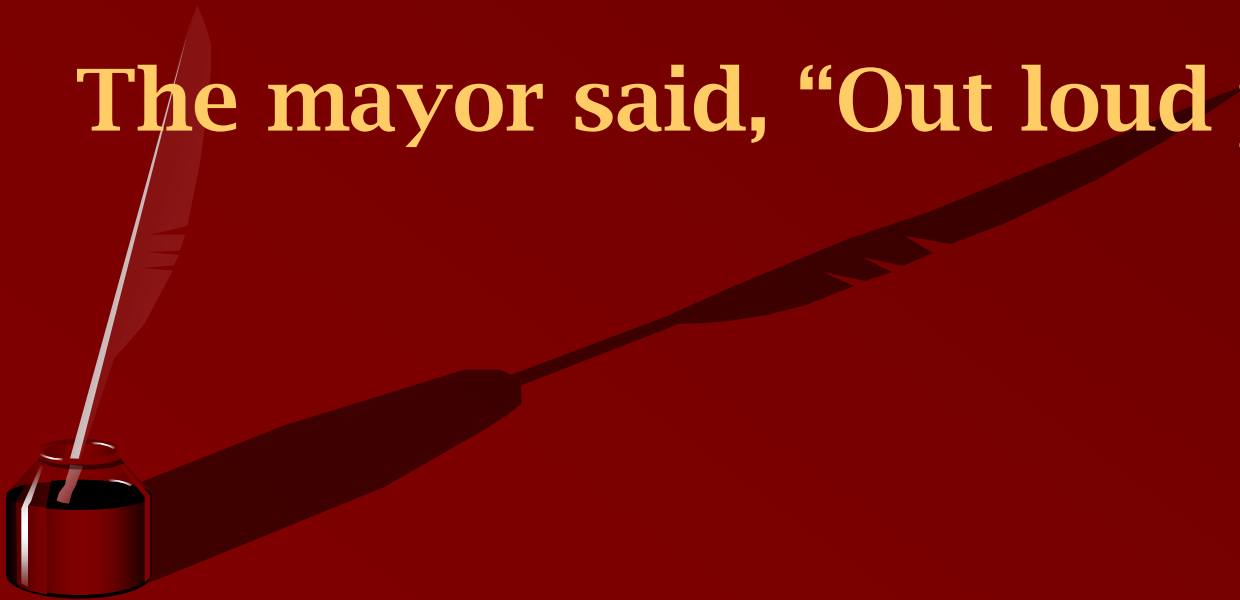
Rule 5: Remember all other capitalization and punctuation rules.



The mayor said, “Out loud please.”

Correctly Punctuated!

The mayor said, “Out loud please.”



What if the direct quotation is at the beginning of the sentence?

where does it go doon asked

Rule 1: “where does it go” doon asked

Rule 2: “where does it go?” doon asked

(The source phrase should be separated by a coma except for when a question mark or exclamation mark is needed.)

Rule 3: “Where does it go?” doon asked

Rule 4: “Where does it go?” doon asked.

Rule 5: “Where does it go?” Doon asked.



How would you punctuate a direct quote when the source phrase divides it in two?

gone mad lina heard someone say yes completely mad

Rule 1: “gone mad” lina heard someone say “yes completely mad”

(Remember, the quote is divided in two. Place quotation marks around both parts of the quote.)

Rule 2: “gone mad,” lina heard someone say, “yes completely mad”

(When the source phrase divides the quotation, it is set off by two commas. One inside the end quote before the source phrase and one right after the source phrase.)



Rule 3: “Gone mad,” lina heard someone say, “yes completely mad”

(Capitalize the first word of the direct quotation. Most of the time the first word of the second part of the direct quotation is not capitalized because it is not the first word of the quotation. Exceptions would be the word “I” or proper nouns.)

Rule 4: “Gone mad,” lina heard someone say, “yes completely mad.”

Rule 5: “Gone mad, ”Lina heard someone say, “yes, completely mad.”



Five easy rules for correct punctuation!

Rule 1	Rule 2	Rule 3	Rule 4	Rule 5
Add quotation marks.	Separate source phrase from quote.	Capitalize the first word of the direct quotation.	Add end marks.	Add needed capitalization and punctuation.



**Correctly punctuating direct
quotations is easy.**

Just count to 5!

