

Quotation Marks: How It Works

Quotation marks go around the exact words that someone says.

1. Around the exact words

Put one mark before the first word spoken and one after the last.

Pam said, "I found a shell."

2. Speaker first

Put a comma after the speaker. Start the quote with a capital letter. The end mark goes inside.

Gus asked, "Where is my ball?"

3. Speaker last

End the quote with a comma, a question mark or an exclamation point, inside the marks. Then name the speaker.

"I see a fox," said Kim.

4. Only the spoken words go inside

Words like *said Kim* and *asked Dad* stay outside the marks.

"Let's go," **said Wade.**

How to punctuate what someone says

1

Find the exact words.

What did the person say?

2

Put marks around them.

Before the first word and after the end mark.

3

Add the comma.

It separates the speaker from the words.

Three ways to end a quote

"We won!" shouted Ben.

"Did we win?" asked Ben.

"We won," said Ben.

A statement ends with a comma when the speaker comes after it. Questions and exclamations keep their own marks.

Watch out

No quotation marks when you only tell about what was said.

~~X~~ Kim said that "she was tired."

✓ Kim said that she was tired.

✓ Kim said, "I am tired."