**Punctuating Quotations Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Rules:

1. Do NOT use quotation marks around an indirect quotation (paraphrasing).

She said, “I am not going to wait for him.” [Direct Quote]

She said she isn’t going to wait for him. [Indirect Quote]

1. Periods, commas, and question marks are always placed inside closing quotation marks.

She said, “I’ll be right back**.**”

“I’ll wait here**,**” he said.

“Are you sure**?**” she asked.

1. Use a single quotation marks to set off a quotation within another quotation.

He said, “My mom said, **‘**Come home right after school.**’**”

1. A direct quote begins with a capital letter unless it’s a fragment.

He said, “**T**anning can be dangerous.”

Her idea of a good time is “**c**atching some rays.” [fragment]

1. Commas offset an attribution that interrupts a quote. The second part of the quote is lowercase.

“I wish I knew**,**” she said**,** “**h**ow to get on Ms. Legault’s good side.”

1. A period should follow the attribution if the second part of the quote is a new sentence.

“I do know,” he said**.** “**H**ow do you think I get her to laugh?”