

Direct and Indirect Quotations

A direct quotation represents a person’s exact speech or thoughts and is enclosed in quotation marks (“ ”). An indirect quotation reports the general meaning of what a person said or thought and does not require quotation marks.

Direct and Indirect Quotations	
Direct Quotations:	“Set the table for breakfast,” Dad said. “Are you ready?” she asked.
Indirect Quotations:	Bill said that he would help me. Carol asked why we were going.

Direct Quotations with Introductory, Concluding, and Interrupting Expressions

Expressions such as he asked are often used to identify the speaker in a direct quotation. These expressions can begin, conclude, or interrupt a quotation. Note that punctuation marks are usually placed inside the quotation marks. Capitalize the first word of the initial quotation in each sentence.

Punctuating Direct Quotations	
Introductory Expressions	<i>Barbara said, “Let’s shovel the snow.”</i>
Concluding Expressions	<i>“I am happy,” said Bill</i> <i>“Will you join us tomorrow?” we asked.</i>
Interrupting Expressions	<i>“That,” we were informed, “is a snow leopard.”</i>
Two Sentences	<i>“This is not the right way,” George said. “Let’s turn back.”</i>

Place quotation marks, commas, and other punctuation marks where they are required. Place three lines under each word that should be capitalized. Write correct if the sentence is correct.

1. The parakeet in the cage Walter explained is named Polly.
2. I wonder if you sell tape Pam asked.
3. We asked when Halley’s Comet would appear.
4. Sarah asked how do I add a text box?
5. This book he said was written by Barbara Tuchman.
6. Pass the ball Sam yelled. I can score a touchdown.
7. The dentist said you have no cavities.
8. Matthew said that he would do it for me.
9. This play Claire announced has been canceled.
10. Will you show me your pottery I asked the clerk. I would like to buy a gift for someone.
11. These Native American villages the guide explained were abandoned centuries ago.
12. Carol said I have started a new exercise program.
13. The test will begin in five minutes he announced.
14. Alex asked where is the nearest restaurant?
15. What an exciting film they exclaimed.

Read each of the following sentences carefully to determine whether it contains a direct quotation that requires quotation marks or an indirect quotation. If the sentence contains a direct quotation, write *D* on the blank. If it contains an indirect quotation, write *I*. Place three lines under each word that should be capitalized. Place quotation marks, commas, and other punctuation marks where they are required.

16. Carol complained that her sister was never on time. _____
17. I have notice that commented Bruce. _____
18. I wish she would hurry continued Carol. _____
19. Bruce thought that the delay might make them miss the movie. _____
20. He said that they should probably leave without her. _____
21. Maybe she has a reason said Carol. _____
22. I, however, object to the casual way she operates she added. _____
23. Beginning to worry Bruce decided that he should try to remain calm. _____
24. Let's give her five more minutes he suggested. _____
25. That's a good idea Carol agreed. _____
26. Justine asked Ramon if he would like to stay for dinner. _____
27. I hope the weather cooperates on the day of the party whined Martha. _____
28. It was the same old story repeating itself said Duane. _____
29. Oliver wondered if he could have some more porridge. _____
30. Our highways could be much safer declared Bob. _____

Correctly punctuate and capitalize the following sentences.

31. there will be no exceptions to this rule the teacher announced
32. brian added after the wood is sanded apply a thin coat of varnish
33. two heads are better than one said sandra
34. have you ever considered a permanent the hairdresser politely inquired
35. do it now shouted jake