

QUOTATION MARKS

Explanation: Quotation marks are used to indicate the exact words of a speaker, to indicate dialogue, to set off some titles, and to set off words used in a special sense.

1. Use double (“ ”) quotation marks to indicate exactly what someone has said. This is called direct Quotation.

Example; Jerry said, “ I’m sorry I lost your book.”

The student asked, “what are we expected to know about the final exam?”

“Your paper must be well-organized, adequately developed, and free of errors,” said Professor Martin.

NOTE; Quotation marks are not used to enclose indirect quotations because they are not the exact words of the speaker.

The direct quotations have been made into indirect quotations in the following sentences:

Jerry said that he lost my book.

The student asked what the class was expected to know for the final exam.

Professor Martin said that our papers must be well organized, adequately developed, and free of errors.

2. Use single (‘ ’) quotation marks to indicate a quotation within a quotation. This means that the person being quoted is quoting someone else.

Examples: “In your paper,” said my English teacher, “be certain to discuss Shakespeare’s ‘All the world’s a stage’”

“Hemingway borrowed the phrase ‘for whom the bell toys’ from the poet John Donne,” explained the professor.

3. Use quotation marks to express dialogue.

Example: “when did you arrive on America?” asked the interviewer as she looked over the application.

“Six months ago,” replied the refugee.

“How long did you work for your former employer?” she continued.

NOTE: Each change of speaker begins a new paragraph.

4. Use quotation marks to indicate the titles of essays, short stories, articles, short poems, chapters and other sub-divisions of books, magazines, and newspapers. Likewise, quotation marks are used to indicate titles in paintings, short musical compositions, concerts, lectures, and individual segments of a series of radio or television programs.

Examples: “ what’s in a name?” is the title of an essay in The Mermaids Head and Dragons Tail.

I enjoyed reading “Accent” in the Free Detroit Press.

One of my favorite poems is Carl Sandburg’s “Fog.”

We were thrilled to see Da Vinci’s “Mona Lisa” when we visited the Louvre.

“Thanks for the memories” is comedian Bob hope’s theme song.

NOTE: Titles of books, newspapers, magazines, pamphlets, plays, long musical compositions, television and radio series, and other materials published separately are underlined to indicate italics.

Examples:

Trinity, by Jason Uris, maybe called the Irish Roots.

His family subscribes to Time, National Geographic, Skiing, and Science News.

Accidents in the Home is a pamphlet published by the Consumer Product Safety Commission.

CAUTION:

- A. Do not use quotation marks around the titles of your own essay when you put into your first page.
- B. Do not use quotation marks with the quotations which are more than four lines long. These are indented, centered, and single spaced.

Example: The State of Michigan has adopted a policy on bilingual education. It says in part:

A bilingual instructor program recognizes each student’s ability to learn, and provides for instruction In the language and learning mode that is best understood by the student. Thus, bilingual instruction attempts to maximize a child’s learning potential and actual achievement. Academic credit must be given for academic work accomplished by bilingual instructor programs. Where grades are assigned in any given subject, the teacher who had major responsibilities for that subject should assign the grades.

- C. Do not use quotation marks to indicate humor.

My schemes for making money don't always "pan out"

5. Use quotation marks to indicate words and letters used in a special sense. This includes words discussed as words and technical terms probably new to reader.

Example:

A final "p" in a word causes problems for many people trying to learn English.

"Please" and "thank you" are not part of his vocabulary.

Immigrants who are classed as "paroles" are not issued "green cards."

you must learn to pay careful attention to the "le's" and the "la's" if you wish to speak French properly.

Punctuation with quotation marks:

1. Use commas to set off quoted material from the expressions which name the speaker. Do not use commas with those quotations that do not have a credit tag.

Example:

"We will call you in a few days," said the manager.

"My advice," said the doctor, "is that you exercise regularly and quit smoking.

The notion that "getting out the vote" makes for the better election results is not necessarily valid.

"Give me liberty or give me death" is a quotation that most school children know.

NOTE: when the quotation is an exclamation or a question, the exclamation point or question marks replaces the comma.

Examples: "What can I do now?"asked John.

"Stop that!"shouted the children's mother.

2. Commas and periods are placed INSIDE the quotation marks.

Examples :

"My main," said the governor, "is to balance the budget without laying anyone off."

Many students use too many superlatives such as the word “incredible,” a practice that needs to be examined.

There are still many “cave people” in Africa, in the Desert of Botswana, Zimbabwe, and Democratic Republic of Congo.

3. Semi-colons and colons are placed OUTSIDE the quotation marks.

Example : You told me yesterday, “I don’t need anyone’s help”; therefore, I won’t offer any.

4. Question marks and exclamation points go inside or outside the quotation marks, depending on the meaning.

- a. If only the quotation is a question or exclamation, the mark is put INSIDE.

Example: “Why did you want me?” asked Bob.

“Watch what you are doing!” yelled Tony.

Tony yelled, “watch what you’re doing!”

- b. If both the quotation and the entire sentence are questions or exclamations, put the appropriate mark INSIDE the quotation marks.

Examples:

Did your teacher ask, “Why weren’t you in class yesterday?”

Everybody groaned, “Oh, no!”

- c. If the entire sentence is a question, but the quotation is not, the question mark is placed OUTSIDE. The same is true when the entire sentence is an exclamation but the quotation is not.

Examples:

Why did you say, “I’m tired of this nonsense”?

I became very angry with you when you said, “Forget it!”

NOTE: Do not use double punctuation. Let one mark end the sentence as demonstrated above.

EXERCISES: Put quotation marks and the proper punctuation in each of the following sentences. Also put capital letters where they belong.

1. My answer is NO! said my father when I asked him for a raise in my allowance.
2. What you need to do said the teacher is study harder.
3. Before you leave, Bob said, please sign the guest book.
4. What do you think you are doing shouted mother.
5. John says that he wants to learn to ski this winter.
6. Do you know who wrote the poem the poem that begins 'I sing of myself' asked the teacher.
7. Shaking her head slowly, Marie asked what I will do now.
8. Finish what you were supposed to do last night, said my teacher; then I will tell you what to do next.
9. Bill read an interesting article in Vibe called King of the Desert Racers.
10. Arthur asked if I could help him choose some furniture for his new apartment.

Answer Key:

1. "My answer Is No!" said my father when I asked him for a raise in my allowance.
2. "What you need to do," said the teacher, "is study harder."
3. "Before you leave," Bob said, "please sign the guest book."
4. "what do you think you are doing?" shouted my mother.
5. John says that he wants to learn to ski this winter.
6. "Do you know who wrote the poem that begins 'I sing of myself?'" asked the teacher.
7. Shaking her head slowly, Marie asked, "What will I do now?"
8. "Finish what you were supposed to do last night," said my teacher; "then I will tell you what to do next."
9. Bill read an interesting article in the Vibe called "King of the Desert Racers."
10. Arthur asked if I could help him choose some furniture for his new apartment.