

Lesson 50

Punctuating Quotations

- Use **quotation marks** to show the exact words of a speaker or source. Put **periods** and **commas** inside the quotation marks.

EXAMPLES: "Expectations are everything."
"Call me in the morning," the doctor said.

- Speech tags (he said, she said, etc.) can go before or after the quotation. They can also be placed in the middle of a quoted sentence. The quotation and the introductory words are usually separated by commas.

EXAMPLES: **Before Quotation:** Jim said, "Let's go together."
After Quotation: "Let's go together," said Jim.
Within Quotation: "Let's go together," said Jim, "so no one gets lost."

- If the quoted material is incorporated into the sentence, no commas are needed.

EXAMPLES: Her belief that "everything will be all right" is unrealistic.
At the convention, delegates chanted slogans and waved placards that read "It's Our Turn" and "We're Number One!"

- When quoting from an original source, use a **colon** instead of a comma if an independent clause introduces the quotation, or if the quotation itself is more than one sentence long.

EXAMPLES: Rule seventeen reads as follows: "No member shall bring a pet or other animal onto the premises without written consent."
His statement read: "I appreciate the support of every member of my campaign team. Without your help, this victory would not have been possible."

A. Add missing punctuation to the following sentences.

1. In his tribute to Pierre Trudeau, Rex Murphy says, "He bore a symbolic relationship with his time."
2. "This report is incomplete," Anna pointed out.
3. The best advice I ever got is this, "Never complain; never explain."
4. This candidate claims in her cover letter that she is "competent, confident, and ready to work."
5. The movie *Casablanca* ends with these famous lines, "Major Strasser has been shot. Round up the usual suspects."
6. "If you can't leave in a taxi," says comedian Groucho Marx in the movie *Duck Soup*, "you can leave in a huff. If that's too soon, you can leave in a minute and a huff."
7. The most famous line from *Monty Python's Flying Circus* is "And now for something completely different."
8. We can and should read books "not to throw light on literature, not to become familiar with famous people, but to refresh and exercise our own creative powers," suggests Virginia Woolf.
9. Consider the words of Salman Rushdie, "One of the things a writer is for is to say the unsayable, speak the unspeakable, and ask difficult questions."
10. Jane Goodall believes education is the key to conservation. "Laws alone are useless. We already have animal-protection laws that mean nothing because they're not enforced—and they never will mean anything until we get to people's hearts."

- Put **semicolons** and **colons** outside the quotation marks, unless they are part of the original quotation.

EXAMPLES: Your letter states, "The faulty merchandise will be replaced immediately"; however, we have not yet received the replacement.
Jared despairs of only one thing in "The Fool": unrequited love.

- Put **exclamation marks** and **question marks** outside the quotation marks, unless they are part of the original quotation.

EXAMPLES: The store's slogan is "Why Go Anywhere Else?"
Isn't the other store's slogan "We Care"?
Just before the rock slide, Rhonda screamed, "Look out!"
It drives me crazy when people say, "Have a nice day!"

B. Add correct punctuation to the sentences that follow.

1. Interviewers often ask, "What can you offer this company?"
2. What is the point of saying, "It can't be done?"
3. One reviewer called the play "a gem"; another called it "a diamond in the rough."
4. Only one player has ever earned the title "The Great One," Wayne Gretzky.
5. Throughout the hockey game, a group of spectators kept chanting "Fight! Fight!"
6. I couldn't believe my ears when she said, "We no longer require your services."

- Use **single quotation marks** for a quotation within a quotation. When single and double quotations are beside each other, leave a space between them.

EXAMPLE: "Look for a sign that reads 'No Left Turn,'" he said.

C. Add single and double quotation marks along with any necessary punctuation to the sentences that follow.

1. Lauren explained, "The letter was addressed Dear Ms. James."
2. "My favourite poem in the anthology is 'Love Is Not All' by Edna St. Vincent Millay," said Walter.
3. The producer said, "Stairway to Heaven" by Led Zeppelin is a rock classic.

- For longer quotations (four lines or more), or poetry excerpts of more than two lines, do not use quotation marks. Instead, begin the quotation on a new line, and set it off from the text by indenting ten spaces from the left margin. Include a sentence that introduces the quotation, followed by a colon.

EXAMPLE: T.S. Eliot's *Four Quartets* begins with a statement that sounds more like a philosophical argument than a poem:

Time present and time past
Are both perhaps present in time future,
And time future contained in time past.
If all time is eternally present
All time is unredeemable.

D. Choose an excerpt of at least two lines from a poem you have studied this year. In your notebook, write an appropriate introductory sentence. Then, present the excerpt in the proper format and with correct punctuation.