Quotation Code Sheet

When the teacher checks over a story with lots of dialogue, he will mark errors with a number code instead of writing. Find the statements below that matches the numbers on your draft. Use this information to edit your quotation sentences successfully.

1. Go to a new line for each new speaker.

2. **Indent** on a new line for each new speaker.

3. Use quotation marks to show where a person begins speaking.
   They should look like this: **He said, "Good morning...**

4. Use quotation marks to show where a person stops speaking.
   They should look like this: **...and don't come back!" she shouted.**

5. Use a comma after a quotation in the <u>middle</u> of a sentence, not a period.
   It should look like this: **"Pass me the cheese," she said.**

6. Begin the speaker's word inside the quotation marks with a capital letter.
   For example: **Pete said, "This is correct."**

7. Use an end mark BEFORE the end quotation marks. Look at the examples below:
   a) "Get out!" he yelled.
   b) "Are you my mother?" asked the bird.
   c) "My book is overdue," she said sadly.
   d) He replied, "Tell me what happened."
   e) Sam yelled, "We won!"
   f) Tom asked, "Who ate the last piece of pizza?"

8. Don't place quotation marks against quotation marks. This is the same person talking; don't show that he/she stopped and then started again.

9. The mark that shows a speaker's emotions must be kept inside the quotation marks, with his/her words, NOT put at the end of the sentence.

10. You already have shown where he/she stopped talking. These quotation marks are unneeded.

11. No capital here; this is not the start of a new sentence.

12. Don't skip lines.

13. Don't leave dead spaces at the ends of lines.

14. Remember your end marks!

15. EXCELLENT JOB! You remembered something important here!

Appendix p. E