**Quotation Marks**

**Quotation Mark Guidelines**

3 pages long (ELC charges 10 cents/page for print jobs)

We use quotation marks to show that we are quoting someone's exact words. Quotation marks frequently occur along with other punctuation marks. Sometimes the quotation marks are placed before other punctuation, and sometimes they are placed after. Observe the following rules:

1. Use a comma to separate a quotation from the rest of the sentence

 As Mark Twain observed, “Noise proves nothing.”

 “Not tonight,” he whispered.

Use two commas if a statement of your own interrupts a quoted sentence.

 “Personally,” the old man said, “I can see no good in movies.”

Use a colon instead of the comma to introduce a long or weighty quotation.

 She pronounced each word slowly: “You will never see me again.”

2. With final commas or periods, quotation marks belong after the comma or period at the end of a quotation.

 Many, like Frost, think about “the road not taken,” but not many really consider where it might have led them.

 Janis Joplin sang, “Freedom's just another word for nothing left to lose.”

3. With final semicolons or colons at the end of a quotation, quotation marks belong before a semicolon or colon.

 Students who do not pass the functional-literacy test receive “certificates of completion”; those who pass are awarded diplomas.

 Taxpayers were pleased with the first of the candidate's promised “sweeping new reforms”: a balanced budget.

4. With question marks, exclamation points, and dashes, quotation marks may be placed before or after the punctuation at the end of a quotation, depending on the sentence's meaning.

 If the question mark, exclamation point, or dash is part of the quotation, place the quotation marks after the punctuation.

 “Who's there?” she demanded.

 “Stop!” he cried.

 “Should we leave now, or - ” Vicki paused, waiting for a sign from Joe.

 If the question mark, exclamation point, or dash is not part of the quotation, place the quotation marks before the punctuation.

 Did you finish reading “The Black Cat”?

 The first essay--George Orwell's “Politics and the English Language”-- made quite an impression on the class.

 If both the quotation and the tag are questions or exclamations, place the quotation marks before the punctuation.

 Who asked, “Is Paris Burning”?

 Whatever you do, don't yell “Uncle”!

5. Use single quotation marks to mark a quotation within a quotation.

 I quote the minutes: “The president rose from his chair and, pointing a finger at Mr. S., shouted, ‘You're fired!' ”

6. Use no quotation marks or other special punctuation to set off indirect quotations. These merely give the gist of what someone else said, without using the exact words. Many indirect quotations start with that, or with question words like when, where, how, which and what .

 Direct: He asked me: “Why do you always make fun of me?”

 Indirect: He asked me why I always made fun of him.

 Direct: Susan announced: “Communications have broken down.”

 Indirect: Susan announced that communications had broken down.

7. Use quotation marks to enclose the titles of short poems, articles in periodicals, short stories, essays, episodes of television and radio programs, the subdivisions of books, and other works that are published or released within larger works. Use quotation marks for song titles as well. Use underlining (italics) for all other titles, such as books, plays, periodicals, movies, television programs, and works of art.

 Songs

 “Lucy in the sky with diamonds”

 “Mr. Bojangles”

 Episodes of television and radio programs

 “The Mexican collection” (on 60 minutes)

 “Cooking with clams” (on Eating In )

 Articles in periodicals

 “Comedy and Tragedy Transposed”

 “Does ‘scaring' work?”

8. Quotation marks may be used to enclose words being defined or used in a special sense.

 By “charity,” I mean the love of one's neighbor as oneself.

 On movie sets movable “wild walls” make a one-walled room seem four-walled on film.

9. Set off quotations of dialogue, poetry, and long prose passages according to standard practice.

 Dialogue: When quoting conversations, begin a new paragraph for each speaker.

 “What shall I call you? Your name?” Andrews whispered rapidly, as with a high squeak the latch of the door rose.

 “Elizabeth,” she said. “Elizabeth.”

 Poetry: When you quote a single line from a poem, song, or verse play, run the line into your text and enclose it in quotation marks.

 Dylan Thomas remembered childhood as an idyllic time: “About the lilting house and happy as the grass was green.”

 Long prose passages: Separate a prose quotation of more than four typed or hand-written lines from the body of your paper.

 Many occupations require specialized training. As Smith explains, a healthy, sturdy, active man of good intelligence requires from two to four weeks to break in on a construction job. It frequently happens that his foreman or the craftsmen he services is not willing to wait that long for him to get into condition or to learn at a glance the difference in size between a rough 2x 8 and a finished 2x10.

**Quotation Marks Grammar Module Activities**

1 page long (ELC charges 10 cents/page for print jobs)

Instructions: Read the Guidelines Sheet for Quotation Marks before you complete the following activities. The Extended Learning Center provides all the videos and books you will need to complete these activities.

Tutoring: You may see a tutor for help with understanding any of the following activities.

Activities:

1. SkillsBank: To enter the computer program at Lone Star College–Tomball, click the SkillsBank Icon. At Lone Star College–Willow Chase Center, click the “Start” button in the bottom left-hand corner of your screen. Select “Learning Assistance” and then “SkillsBank.” Log in to SkillsBank with your assigned user name and identification number. In SkillsBank, select “Language” from the column of subjects on the left of the screen and then “Punctuation” from the list of lesson topics across the top.

¨ Do Lessons 14 (“Quotation Marks to Enclose a Speaker’s Words”) and 15 (“Quotations Marks to Enclose Titles”)

After you’ve completed those lessons, select “Writing” from the list of subjects. Choose “Language Mechanics” from the list of lesson topics.

¨ Do Lesson 5 (“Capitalization and Punctuation in Quotations”)

Your scores will automatically be reported to your instructor, so you will not need to print out a record of your activities.

Grammar textbook work: Do not write in the textbooks. Either photocopy exercise pages from the text or complete assignments on your own paper (writing short answers whenever possible, rather than copying entire sentences).

2. The Little, Brown Handbook (8th edition): Read Chapter 31 (pages 508-518), paying particular attention to information in the yellow boxes.

3. Odyssey (3rd edition): Read pages 503-506 (beginning with “Using Quotation Marks”) and complete Exercise 31.2.

4. Writer’s Choice: Read pages 735-738 and complete Exercise 19 on page 738.

5. Worksheets: Complete Worksheets A65, A67, and A68 (the next pages in this document). Use the answer keys, located in the Extended Learning Center, to check your work.

 Turn in all work assigned by your instructor before taking the Quotation Marks Test.

**Quotations Practice Test**

(4 pages, 10¢/page for print jobs in ELC)

DIRECTIONS: In the following selections, determine if there is an error in the way quotations are punctuated. Mark your answers as follows:

“A” if the quotation is correctly punctuated

“B” if the quotation is not correctly punctuated.

1. “Do you really need to leave?” “I need to study some more,” Joan whined to her sister.

2. Playing “Atticus Finch” in “To Kill a Mockingbird” was Gregory Peck’s favorite role.

3. Peter grumbled that “he is so hungry. Let’s go eat now.”

4. “After we finish this assignment,” the editor told the reporter, “you can go home.”

5. “Except” and “accept” are often-confused words.

6. Some people think the national anthem should be changed to “America the Beautiful.”

7. The crooks told the gambler to pay his debt, “or else.”

8. “Can’t you find your car keys,” Tamika asked Ricardo?

9. “Speaking of freedom and equality for everyone, The Rev. Martin Luther King, Jr. announced, I have a dream.”

10. “To be or not to be,” declared Shakespeare’s Hamlet, “that is the question.”

11. The Bible says “not to let the sun go down and still be angry.”

12. An “acronym” is a helpful memory tool.

13. “Leave my store right now, “ screamed the woman, “or I’ll call the police!”

14. One of the most popular TV shows ever made is “The Cosby Show.”

15. “Do you have to go to work, or can you stop at the store,” asked Jamie?

16. “I regret that I have only one life to give for my country”, said Ethan Allen.

17. David yelled loudly to the coach, “He threw the ball too high!” “Nobody could have caught it!”

18. Have you ever heard Edgar Allan Poe’s “The Raven”?

19. “’Tis better to have loved and lost than never have loved at all” was written by Alfred Lord Tennyson in his work In Memoriam.

20. The professor told us that “our test is next week.”

Anwer Key:

1. B

2. B

3. B

4. A

5. A

6. A

7. B

8. B

9. B

10. A

11. B

12. A

13. A

14. A

15. B

16. B

17. B

18. A

19. A

20. B