

Quotation Marks



What *IS* a quotation mark?

- ▶ A quotation mark is one of a pair of punctuation marks “ ” or ‘ ’ used primarily to indicate the beginning and the end of a direct quotation.
- ▶ Quotation marks are also used to punctuate titles and to denote special words in a sentence.

Study the following slides to learn the rules for correctly using quotation marks. Work to master these rules so that you feel confident incorporating them into your writing.



Rule 1:

Use quotation marks to punctuate some titles.

- ▶ *“Two Friends”* (short story)
 - ▶ *“New Car Designs”* (newspaper article)
 - ▶ *“The New Admissions Game”* (magazine article)
 - ▶ *“Multiculturalism and the Language Barrier”* (lecture title)
 - ▶ *“The New Admissions Game”* (magazine article)
 - ▶ *“Reflections on Advertising”* (chapter in a book)
 - ▶ *“Blink”* (television episode from Doctor Who)
 - ▶ *“Annabel Lee”* (short poem)
- ▶ Notice the placement of the quotation marks.

Rule 2:

Use quotation marks to show that a word is being discussed as a word.

- ▶ A commentary on the times is that the word “honesty” is now preceded by “old-fashioned.”
 - ▶ *Notice the placement of the quotation marks.*

Rule 3:

Use quotation marks to indicate that a word or phrase is directly quoted.

- ▶ She said that she was “incensed.”
 - ▶ *Notice the placement of the quotation marks.*

Rule 4:

Use quotation marks to indicate that a word is slang.

- ▶ My daughter had to explain to me that calling a movie “wicked” meant that it was awesome, and we should go see it.
 - ▶ *Notice the placement of the quotation marks.*

Rule 5:

Use quotation marks to indicate that a word is being used in a humorous or ironic way.

- ▶ In an attempt to be popular, he works very hard at being “cute.”
 - ▶ *Notice the placement of the quotation marks.*

Rule 6:

Use quotation marks before and after a direct quotation - a person's exact words.

- ▶ “If you put forth your best effort, you will be successful in class,” Professor Ramage told her students on the first day of the semester.
- ▶ Professor Ramage told her students on the first day of the semester, “If you put forth your best effort, you will be successful in class.”
 - ▶ *Notice the placement of the quotation marks.*

Punctuating Direct Quotes

Always place **periods** and **commas** inside quotation marks.

- ▶ “Dr. Slaughter wants you to have liquids, Will,” Mama said anxiously. “He said not to give you any sold food tonight.”

-- Olive Ann Burns, *Cold Sassy Tree*

- ▶ *Notice the placement of the punctuation with the direct quote.*

Placement of Exclamation Points or Question Marks

Place an **exclamation mark** or **question mark** inside quotation marks when it punctuates both the main sentence and the quotation' place it outside when it punctuates the main sentence.

- ▶ “Do you often ask yourself, “What shall I be?”
- ▶ “Did he really say, “Finish this by tomorrow”?”
 - ▶ *Notice the placement of the end punctuation.*