

Punctuating speech

Speech marks are essential in your writing to show clearly that someone has spoken. There is a lot more to punctuating speech than just speech marks. Here are some basic rules to follow:

1) Speech marks "... "or '... ' are placed around the words a person actually speaks.

**“I support Huddersfield Town,” Susan said. OR
Susan said, “I support Huddersfield Town.”**

2) The first word inside the speech marks always begins with a capital letter.

“Where are the toilets?” she asked.

3) The words inside speech marks always end with a mark of punctuation (full stop, comma, question mark or exclamation mark).

**“Look out!” he yelled.
“Thanks,” she replied.**

4) If the sentence is continued after the speech marks, then you don't end the speech with a full stop, and the first word outside the speech marks must begin with a small letter.

“I love living in Dewsbury,” she exclaimed.

5) When a new speaker begins, you must begin a new paragraph.

I said, ‘That was a great day. If we go on like that, we’ll raise the money in no time.’

‘Yeah, it was brilliant!’ agreed Anthony.

6) Speech marks can be used to highlight the names of books, plays, films, articles, ships, aircraft, houses and hotels.

Deepak booked a room at “The Hilton” for his wedding anniversary.