Dialogue Cheat Sheet

* Put quotes (a.k.a. quotation marks) around what is SAID OUT LOUD

* Put punctuation INSIDE the quotes (whether it’s a period, a question mark, or an exclamation point)
* Capitalize the first word in the quotation.
* Each time someone new speaks, go down a line and indent
* Place a comma after your dialogue tag, that lets you know someone is going to be saying something.
* If dialogue tag goes before the quote your punctuation mark will go inside the quotes at the end of the quote.
* If your dialogue tag goes after the quote, you will use a comma at the end of what the person is saying and the comma will go before the end quotation mark.
* NEVER have quotes go back to back like this: “Hi.**”“**Hello.” – ***remember to start a new line each time someone new speaks***

# Examples

“Go away!” she shouted.

“I will in just a minute. First I want to ask you a question,” he said with a smile. “Why are you so mad at me?”

She turned to face him, “I’m not mad.” She turned back around and continued to fold the clothes from the basket sitting in front of her.

“Yes you are.”

“No I’m not.”

“Yes.”

“No.”

“We sound like three year olds,” he said to stop the return.

She laughed, “We do, but I’m still not mad at you.”