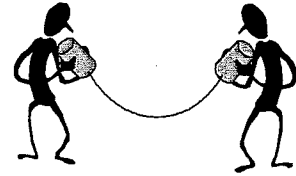


Dialogue Cheat Sheet

- ✓ 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."

WORKSHEET 3

Punctuating Quotations and Dialogue

EXERCISE A In the following sentences, cross out any incorrect punctuation or lowercase letters and add any punctuation marks or capital letters that have been omitted.

Tuesday

EXAMPLE 1. "Do we need to bring our own paddles?" Charlotte asked. "Will life preservers be provided?"

1. About how long a trip will it be, asked Charlotte.
2. It's about twelve miles, replied Paul, "we will have to prepare for an all-day trip."
3. "We'll need two adults to come with us, commented Sharon, since they will have to rent the canoes and provide supervision."
4. Ms. Roth, the supervisor of the Backwoods Canoe Club, replied "I, of course, will be glad to come." "Mr. Spenser, the mathematics teacher, canoed down that part of the river last year."
5. Should we ask Mr. Spenser to come with us asked Annette?"
6. That sounds like a good idea, said Ms. Roth, "I'll personally ask him to come."
7. "We should make a map of the area, said Dennis. We could indicate where to expect white water."
8. Charlotte added "we could also show points along the land bordering the river that would help us know where we are."
9. "We could arrange for a speaker to talk to the club about handling a canoe in white water suggested Ms. Roth."
10. My parents are excellent canoeists, said Dennis they would be glad to come to talk to us."

EXERCISE B In the following sentences, cross out any incorrect punctuation and add any punctuation marks that have been omitted. Be sure to use a paragraph symbol (§) whenever the speaker changes

Wednesday

EXAMPLE "Have you ever rented a canoe,?" said Paul. § "No," said Charlotte, "I never have."

I propose that we take a canoe trip down the Delaware said Paul with enthusiasm. We could rent the canoes in Callicoon and paddle down to Bingham Falls. I think that's a good idea said Charlotte but how do we get the canoes back to Callicoon. That's easy said Paul. There is a series of posts along the river where we can leave the canoes. We rent them at one post and check them in at a post farther down the river. Should we schedule the trip for next week asked Bruce.