

# Inverted Commas Rules



# Different Names

Inverted commas can also be called:

Speech marks

Quotation marks



# Beginning and End

Keep your speech marks at the beginning and the end of the words being spoken.

“Lower please!” I said.



# New Speaker, New Line

Start a new line whenever someone new speaks.

“How are you doing today?” asked Henry.  
“I’m great!” said Ashton.



# Capital Letters

Begin the direct speech with a capital letter.

“**W**hat an amazing day!” he announced.



# Punctuation

Make sure your speech is correctly punctuated. This includes a piece of punctuation before closing the inverted commas.

“There are times, I feel that you are a little cold,”  
I said.



”

# Reporting Clause

Include in your sentences information about who is speaking and even how they are speaking. This is called the reporting clause.

Use interesting words- not just said all the time.

“There are times, I feel that you are a little cold,” I suggested.





# Punctuating 'Split' Direct Speech

If the direct speech is **one** sentence broken up by information about who is speaking, you need a **comma** (or a question mark or exclamation mark) to end the first piece of speech and **another comma before the concluding part of the sentence** (before the inverted comma or commas).

## For example:

'I'm light and quiet,' said the smallest Billy Goat Gruff, 'so I'll go first.'

In this context, use a **lower case letter** to start the second part of the direct speech.



# Inverted Commas

## Beginning and End

Keep your inverted commas at the beginning and the end of the words being spoken.  
"Stop!" I said.

## New Speaker, New Line

Start a new line whenever someone new speaks.

"How are you doing today?" asked Henry.  
"I'm great!" said Ashton.

## Capital Letter

Begin what is spoken with a capital letter!

"What an amazing day!" he announced.

## Different Names

Inverted Commas are also called:  
Speech Marks  
Quotation Marks

## Commas

Remember to add commas.

Ashton whispered, "Be quiet!"  
"Goodbye," said Jules.

## Punctuation

Make sure your speech is correctly punctuated!

"There are times, I feel, that you are a little cold," I said.