

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.

“What an amazing day!” he announced.

“ ”

Punctuatio

n

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.

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

“ ”

