

Hard & Fast Rules for Using *Quotation Marks*

Rule	Examples	INB Page #
1. Quotation marks should only be used for direct quotes, not indirect quotes.	Direct: "Close the door," shouted Dad. Indirect: Dad told me to close the door.	
2. Use a comma before and after the direct quotation in a sentence. Commas always go inside quotation marks.	Jared said, "It's the third house on the right," and then hung up the phone.	
3. Use a comma to interrupt direct quotations or before or after a direct quotation.	"Why," I asked, "must you leave?" "Because I have to work in the morning," replied Sam. I laughed and said, "Right. I forgot."	
4. When a question is asked inside quotations, use a question mark instead of a comma. In the case of a statement, always use a comma in place of the period.	"When are you coming?" asked Jo. "I'll be there on Friday," I said.	
5. Use quotation marks for titles of publications that are parts of bigger publications. The bigger publication is underlined or written in italics.	quotation marks: stories, songs, poems, articles, television episodes underline: books, albums, magazines, periodicals, television shows	
6. When a question ends with a title in quotations, place the question mark outside of the quotation marks. This is the only time that punctuation is placed outside of the quotation marks.	Wrong: Do you like the song, "Let It Go?" Correct: Do you like the song, "Let It Go"?	

Hard & Fast Rules Practice *Quotation Marks*

Each sentence below contains mistakes. Use your "Hard & Fast Rules" sheet to identify the mistakes and correct them in the space below. Then, identify which rule(s) apply to the sentence.

1. My teacher said that "it's important to follow grammar rules."

2. Have you read the poem, Annabel Lee?

3. Mark shouted, Call 911, before running back outside!

4. Thursday is fine, Mom said, for the birthday party.

5. In class we are reading "The Crucible."

6. Do we start school on Wednesday, asked Cara?