



USE OF QUOTATION MARKS

“ ”





FEW DIFFERENT USES



QUOTING PEOPLE, TEXT, OR IMPLYING ALTERNATE WORD MEANING



LET'S START WITH QUOTING

“ ”





BLOCK QUOTES EXAMPLE



NO QUOTES IF YOU ARE PASTING A BLOCK OF TEXT



EXAMPLE:

THIS IS A QUOTE FROM A PASSAGE:

**THIS IS THE QUOTE. IT IS INDENTED. AND IT LOOKS
LIKE IT IS A QUOTE. IT IS VISUALLY DIFFERENT SO YOU
CAN SEE THE DIFFERENCE.**

WE ARE BACK TO REGULAR TEXT NOW.



HOW TO CAPITALIZE QUOTED TEXT



CAPITALIZE IF YOU QUOTE A WHOLE SENTENCE



NO CAPITALIZATION IF QUOTING A FRAGMENT





CAPITALIZATION EXAMPLES



He wrote, “This is great.”



He wrote, “great.”



Rule for “...” – add a period if it’s the end of the sentence



He said, “it was great and ...” and “it was great”



Periods and commas after quotes?

“”





CONTINUED ...



RULE: COMMAS AND PERIODS GO INSIDE THE QUOTES



EXAMPLE: HE SAID, “IT WAS GREAT.”



DASHES, COLONS, AND SEMICOLONS GO OUTSIDE QUOTES



**EXAMPLE: HE SAID, “THIS WAS GREAT.” – BUT DIDN’T
PROCEED ACCORDINGLY**





CONTINUED ...

 **RULE: FOR REFERENCING A DIRECT QUOTE**

 **USE QUOTES FOR REFERENCING DIRECT WRITTEN OR VERBAL QUOTES**

 **NOT FOR APPROXIMATE QUOTES**

 **EXAMPLE: HE SAID HE WANTED TO WRITE THIS REPORT.**





CONTINUED ...



DEFINITIONS: RUN-IN AND BLOCK QUOTATIONS



RUN-IN: SHORT AND IN-TEXT



BLOCK QUOTATIONS: IF YOU QUOTE A WHOLE BLOCK OF TEXT LIKE A PARAGRAPH



ANOTHER USE IS WHEN USING A DIFFERENT MEANING FOR A WORD





CONTINUED ...



EXAMPLE: IT WAS SO “TASTY” THAT HE SPAT THE FOOD OUT.



ANOTHER RULE: WHEN USING A WORD TO REPLACE A WORD



EXAMPLE: “SCRIBBLE” MEANS WRITE.

