

QUOTATION MARKS: SPEECH AND QUOTES

How to show exact words clearly

1 DIRECT SPEECH

Sara said, **"I need some help."**

↑
REPORTING
CLAUSE

↑
SPEAKER'S
EXACT WORDS

DIRECT SPEECH

He said, **"I am tired."**

“”
Uses
quotation
marks

INDIRECT SPEECH

He said that
he was tired.

⊗
No
quotation
marks

2 WHERE THE SPEAKER COMES

SPEECH FIRST

“”

"I am ready,"
Ali said.

SPEECH SECOND

“”

Ali said,
"I am ready."

QUESTION

?

"Are you ready?"
Ali asked.

3 QUOTATIONS INSIDE SENTENCES

“”

The manager called the delay
"unavoidable."

“”

"Practice makes progress"
is useful advice.



QUOTE ONLY
THE EXACT
BORROWED
WORDS.

4 SINGLE AND DOUBLE MARKS

AMERICAN ENGLISH

“” **"Good morning,"**
she said.

BRITISH ENGLISH

‘ ’ **'Good morning,'**
she said.

“”

DOUBLE MARKS:
“ ”

“”

SINGLE MARKS:
‘ ’



USE ONE STYLE
CONSISTENTLY



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“ QUOTATION MARKS: PUNCTUATION AND TITLES ”

Place each mark where it belongs

American Style

1. QUOTES WITHIN QUOTES

“The coach said, ‘Stay focused,’” Mia explained.

Double outside → Single inside

British Style

‘The coach said, “Stay focused”,’ Mia explained.

Single outside → Double inside

2. PUNCTUATION PLACEMENT

Comma

,

“I will call
later,”
she said.



Question Mark Inside

?

She asked,
“Are you
leaving?”



Question Mark Outside

?

Did he call
the plan
“impossible”?



Colon and Semicolon

:

;

She listed two
“problems”:
cost and time.

The task seemed
“simple”; it was not.



3. TITLES IN QUOTATION MARKS

Quotation Marks	Italics
“A Short Story”	<i>A Complete Book</i>
“A Song Title”	<i>An Album</i>
“An Article”	<i>A Newspaper</i>
“An Episode”	<i>A Television Series</i>



Short works use quotation marks.
Longer works usually use italics.

4. AMERICAN VS BRITISH STYLE

American

- Main quotation: “ ”
- Inner quotation: ‘ ’
- Commas and periods usually stay inside

VS

British

- Main quotation often: ‘ ’
- Inner quotation: “ ”
- Punctuation follows meaning



Choose one system and keep it consistent.

