

## Fact sheet - Level 2

# “Speech Marks”

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- 1) Full stops and commas always go inside speech marks, even inside single quotes.

**Examples:** *The sign changed from "Walk," to "Don't Walk," to "Walk" again within 30 seconds.*

*She said, "Hurry up."*

*She said, "He said, 'Hurry up.'"*

- 2) The placement of question marks with quotes follows logic. If a question is in quotation marks, the question mark should be placed inside the quotation.

**Examples:** *She asked, "Will you still be my friend?"*

*Do you agree with the saying, "All's fair in love and war"?*  
Here the question is outside the quote.

**Note:** Only one ending punctuation mark is used with quotation marks. Also, the stronger punctuation mark wins. Therefore, no full-stop after *war* is used.

- 3) When you have a question outside quoted material **AND** inside quoted material, use only one question mark and place it inside the quotation mark.

**Example:** *Did she say, "May I go?"*

- 4) Use single quotation marks for quotes within quotes. Note that the full-stop goes inside all quote marks.

**Example:** *He said, "Danea said, 'Do not treat me that way.'"*

- 5) Use quotation marks to set off a direct quotation only.

**Examples:** *"When will you be here?" he asked.*

*He asked when you will be there.*

- 6) Do not use quotation marks with quoted material that is more than three lines in length.

- 7) When you are quoting something that has a spelling or grammar mistake or presents material in a confusing way, insert the term *sic* in italics and enclose it in brackets. *Sic* means, "This is the way the original material was."

**Example:** *She wrote, "I would rather die then [sic] be seen wearing the same outfit as my sister."*

Should be *than*, not then.