

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.

“**W**hat an amazing day!” he announced.



Punctuation

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.



