

# Capitalization

Quotation marks are used to set off a speaker's exact words. The first word within the quotation marks is capitalized.

"Let's meet on the practice field," said Coach Smith.

## Rewrite the sentences using correct capitalization.

1. Mrs. Rodriguez said, "your field trip permission slips are due tomorrow."

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2. "do you know what time it is?" asked Mom.

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3. "we plan to visit Tucson," I said. "my aunt lives there."

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4. The tour guide called out, "everyone should meet at the bus at noon."

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5. "when is a snowstorm considered a blizzard?" Mya asked.

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6. "see the ducklings?" asked the farmer. "eight eggs hatched last night."

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# Punctuate Quotations

A quotation consists of the exact words spoken by a real person or a fictional character. Place the speaker's words in quotation marks. Place a comma after the speaker's introduction or tag, which could end in words such as **said**, **says**, **states**, **explains**, or **claimed**. Capitalize the first word in the quotation marks.

I read that Benjamin Franklin **said**, "Honesty is the best policy."

My coach always **states**, "All I ask is that you do your best."

**Each sentence below includes a quotation. Rewrite each sentence using proper punctuation and capitalization.**

1. Mark Twain once said when in doubt, tell the truth.

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2. I can still hear my piano teacher say first of all, sit up straight!

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3. President Truman said if you can't stand the heat, get out of the kitchen.

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4. As Mom claims organization is the first step to becoming a genius.

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5. I love it when the umpire shouts let's play ball!

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6. Shakespeare once wrote there is no darkness but ignorance.

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