

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."

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

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

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

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

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

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.

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

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

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

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

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