

## Revision Card

### Punctuating Speech – capital letters open **direct speech**

**Direct speech** begins with a capital letter, even if it is in the middle of a sentence.

Tom questioned, **"All the way from Rome?"**

Charlie answered, **"It's a long way but he can do it."**

It is the beginning of the speaker's sentence so a capital letter is used.



### Punctuating Speech – a new line shows a change of speaker



**"All the way to Rome?"** asked the guard.

**"That's right,"** answered Charlie.

**"You know that's a long way?"** teased the guard.

Charlie laughed, **"It's an adventure!"**

We show each **change of speaker** by starting a new line.

This makes it clear when the speaker changes.

### Punctuating Speech – commas separate clauses

**Direct speech** and **reporting clauses** are usually separated by a comma.

**"There's still no sign of him,"** sighed the boy.

Charlie whispered, **"Come back. Please make it."**

The comma is placed at the end of the first clause.  
The speech marks follow the comma.



### Punctuating Speech – exclamations and questions

If the speech ends in a **!** or **?** we do not need a comma after the speech.

**"How did he do it?"** everyone asked.

**"Some kind of magic!"** Charlie laughed.

The punctuation is placed inside the speech marks.  
The punctuation belongs to the spoken words – they tell you how to say them.



## **Said Synonyms**

### **Anger**

Shouted, bellowed, yelled, snapped, cautioned, rebuked.

### **Affection**

Consoled, comforted, reassured, admired, soothed.

### **Excitement:**

Shouted, yelled, babbled, gushed, exclaimed.

### **Fear:**

Whispered, stuttered, stammered, gasped, urged, hissed, babbled, blurted.

### **Determination:**

Declared, insisted, maintained, commanded.

### **Happiness:**

Sighed, murmured, gushed, laughed.

### **Sadness:**

Cried, mumbled, sobbed, sighed, lamented.

### **Amusement**

Teased, joked, laughed, chuckled, chortled, sniggered, guffawed, giggled, roared.