

Revision Card – Punctuating Speech

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

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

The cat was thinking, “While he argues, I’ll just grab him.”

Peter shouted, “Look out!”

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



Punctuating Speech – interrupted **direct speech**

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

One exception - If the speech sentence is interrupted by a reporting clause, the speech sentence continues with a lowercase word.

“A wolf might appear from the forest at any moment,” warned Grandfather.

“A wolf,” warned Grandfather, “might appear from the forest at any moment.”



lowercase

Punctuating Speech – commas separate clauses

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

“I want to say outside,” complained Peter. He pulled his grandfather’s arm.

Grandfather insisted, “It’s too dangerous!”

The comma is placed at the end of the first clause.

If it is after the **direct speech**,
the comma is placed inside the speech marks.



Punctuating Speech – exclamations and questions

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

“Don’t shoot!” called out Peter.

“What if Peter hadn’t caught the wolf?” asked Grandfather.



The punctuation is placed inside the speech marks.
The reporting clause still starts with a lower-case letter.