

Write the Right Way



Be Correct

Punctuation Marks

Quotation Marks
Borrowing words

“ ”

Direct Quotations

Show readers the exact words someone said, in the exact order they were said.

Example

She said, “You all should CC me in your emails.”

Titles

Use for titles of short works, such as poems, stories, book chapter, TV show episodes.

Example

My favorite poem is “The Road Not Taken ” by Robert Frost.

Parentheses
Enclosing extra information

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Brief Interruption

I have read your proposal and (as you well know) very much agree with your position.