# TIPS FOR HANDLING QUOTES

Quotes may be:

* **DIRECT** (exactly what was said) or
* **INDIRECT** (paraphrasing)

**DIRECT speech must be “exactly what a person said”.**

INDIRECT speech must maintain the meaning and sentiment of what was said.

**THE WHOALWAYS COMES BEFORE THE SAID**

Ms X said blah, blah, blah. (INDIRECT)

“Hoo, hoo, ha, ha,” she said. (DIRECT)

# INTRODUCE A SPEAKER BEFORE YOU QUOTE THEM

When you are going to quote a person for the first time, you must introduce them before the quote. For example:

Students Against Assessment (SAA) president Fred Slack said the group had been established for a single purpose: to rid the university of assignments (INDIRECT).

“We’re fighting to have assessment expunged from all university courses,” Mr Slack said (DIRECT).

**REMEMBER THE ORDER:**

Organisation (SAA)

Position (president)

Name (Fred Slack)

## REINTRODUCE SPEAKERS WHERE NECESSARY

People for Trees spokesman Terry Sly confirmed that his group was in solidarity with SAA. (INDIRECT)

“We’re behind the SAA all the way,” Mr Sly said. “Like us, but for different reasons, they want to save trees.” (DIRECT)

But Mr Slack said the SAA’s objection to assignments ran deeper than simple ideological opposition to the use of paper. (INDIRECT)

# RUNNING QUOTES

“We pay to come to university,” Mr Slack said.

“If they [the lecturers] want us to write assignments, they can pay us to do it.

“In fact, there’s a covert group of academics fed up with marking assignments, who are supporting our campaign financially.”

# RULES

**NEVER** guess what someone said.

**NEVER** put words in quotation marks if they are not EXACTLY what was said.

**NEVER** turn a paraphrase (indirect quote) into a direct quote – it is a one-way process.

It is unwise to beat up a paraphrase. For example, if someone said they were “concerned” about an issue, don’t have them being “disgusted” or “outraged”.