

# USE OF QUOTATION MARKS



## Few Different Uses

- Quoting people, text, or implying alternate word meaning
- Let's start with quoting
- No quotes if you are pasting a block of text
- Capitalize if you quote a whole sentence
- No caps if quoting a fragment



# Capitalization Examples

➤ He wrote, "This is great."

➤ He wrote, "great."

➤ Rule for "..." - add a period if it's the end of the sentence.

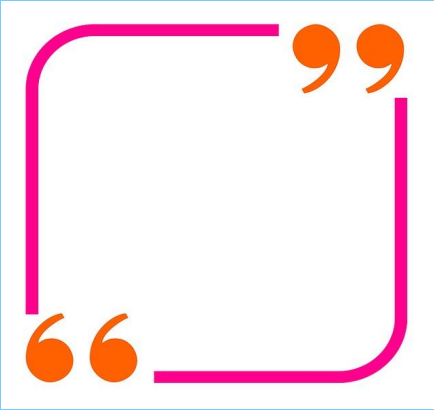
➤ He said, "It was great and..." and "It was great...."

➤ Periods and commas after quotes?



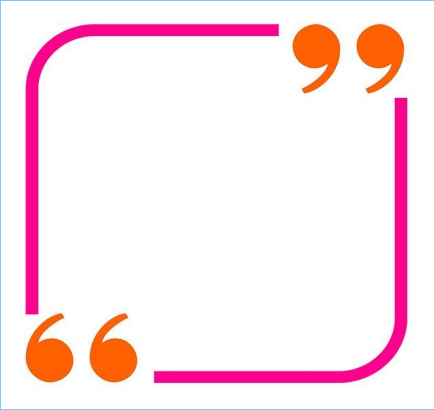
## Continued...

- Rule: Commas and periods go inside the quotes.
- Example: He said, "It is great."
- Dashes, colons, and semicolons go outside the quotes.
- Example: He said, "This is great" - but didn't proceed accordingly.
- Rule: For referencing a direct quote



## Continued...

- Use quotes for referencing direct written or verbal quotes.
- Example of an approximate quote:
- He said he wanted to write this report.
- Definitions: Run-in and block quotations
- Run-in: Short and in-text



## Continued...

- Block quotations: If you quote a whole block of text like a paragraph
- Another use is when using a different meaning for a word
- Example: It was so “tasty” that he spat the food out.
- Another rule: When using a word to replace a word
- Example: “Scribble” means write.

