

**Instructions for doing this worksheet: The answers are given at the bottom. So try to answer the questions on your own and once you think you have all the answers, scroll down to answers and explanations.**

**Quote punctuation exercise:**

Exercise 1: Add the correct punctuation to this sentence:

I said this is fantastic

**Commas and periods**

Exercise 2: Add correct punctuation to this sentence:

He said great and I smiled.

Exercise 3: Rewrite this sentence to not use a quote at all:

He said, "I like it."

**Hyphens, colons, and semicolons go outside the quotes**

Example: This is the list he told me: "Eggs, Cheese, yogurt."

Example: He said, "I'll come back." - but never came back.

Example: The report stated that "the market is ready for disruption"; it didn't say anything about risks.

## **ANSWERS:**

### Exercise 1:

Answer: I said, "This is fantastic."

Why:

- 1) "This" is capitalized because it is the first word of a full sentence.
- 2) The quotes are around the exact quote.
- 3) The period is inside the ending quote.
- 4) There is a comma before the quote to indicate a pause since the speaker is changing.

### Exercise 2:

Answer: He said, "great," and I smiled.

Why: There is a comma after the word "great" which is not a part of that quote. It's there because we put commas and periods inside the quote even if the commas and periods belong to the sentence.

### Exercise 3:

Answer: He said he enjoyed it.

Why: Quotation marks are for direct quotes, but we changed it to an approximate quote which does not need to be quoted using quotation marks. Just to be safe, I paraphrased "liked" with "enjoyed" to ensure that this is approximate and not mistaken for a direct quote.