

## Inverted Commas

**Beginning and End**  
Keep your inverted commas at the beginning and the end of the words being spoken.  
"Stop!" I said.

**New Speaker, New Line**  
Start a new line whenever someone new speaks.  
"How are you doing today?" asked Henry.  
"I'm great!" said Ashton.

**Capital Letter**  
Begin what is spoken with a capital letter!  
"What an amazing day!" he announced.

**Different Names**  
Inverted commas are also called:  
Speech Marks  
Quotation Marks

**Commas**  
Remember to add commas.  
Ashton whispered, "Be quiet!"  
"Goodbye," said Jules.

**Punctuation**  
Make sure your speech is correctly punctuated!  
"There are times, I feel, that you are a little cold," I said.

Here are some ideas of the rules you will need to include on your bookmark.

## How to write direct speech...

**beginning and end**  
Do you have speech marks at the start and at the end of the words being spoken?  
"Action!" said the director.

**new speaker, new line**  
Have you started a new line every time someone new starts speaking?  
"Can we have a close up?" asked Sarah.  
"No problem!" replied Thomas.

**capital letter**  
Do you have a capital letter at the start of the speech?  
Bruce said, "Sorry, I forgot my lines."

**commas**  
Have you remembered to add commas?  
Paul whispered, "Great job."  
"Thank you," replied Justine.

**punctuation**  
Do you have punctuation inside the speech marks?  
"That's a wrap!" cheered the producer.

**different names**  
**Inverted commas**  
**Quotation marks**  
**Speech marks**  
There are 3 names for this piece of punctuation.

## Rules for speech poster!

### Quotation marks

Begin what is spoken with a capital letter:

"He's the murderer!" he announced.

Unless the speech is a continuation of a sentence:

"We are going to the party," Matt confirmed, "but not until later."

Place any punctuation that belongs to the direct speech inside the inverted commas:

"Hello!" he cried.  
"Are you there?" Mei questioned.

Add commas to separate what is being said with who is saying it:

"Emma whispered, "amazing work".

"Thank you," replied John.

Use synonyms for said e.g.

Cried  
Reported  
Mumbled  
announced



"Hello!" he cried.

Use inverted commas only when quoting exactly what someone has said. Reported speech does not need inverted commas:

Rob told us where we needed to get off the bus.

New speaker, new line:

"I'm not sure I want to go in the house", Becky said nervously.  
"Come on, it will be fine", Anna replied.