

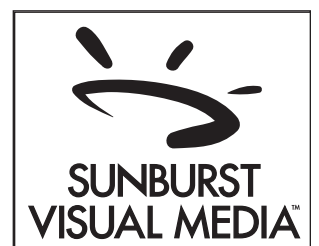
verbs
commas
spelling
style
poetry
grammar
metaphor
simile
punctuation
themes
plurals
adverbs

**Great Grammar
Quotation
Marks**

Grades 5-9



QMTV



CREDITS

Program Production

Sunburst Visual Media

Teacher's Guide

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Great Grammar: Quotation Marks



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About This Guide

Providing students with visual media is an excellent way to take them out of the classroom and into the real world. Our programs offer real-world footage, dynamic graphics, engaging dramatizations, and first-person testimonials that keep students interested and help them visualize difficult concepts. More importantly, they reinforce critical learning objectives shaped by state and national educational standards. However, the learning doesn't begin and end when the program does. You can make the learning experience even more effective by using the materials provided in this Teacher's Guide.

This guide is divided into the following sections:

- **Fast Facts** are designed to give your students a quick overview of the information presented within the video.
- **Before Viewing Activities** help identify what students already know about the subject, what they are curious about, and what they hope to learn.
- **During Viewing Activities** may be used during viewing to enhance students' understanding of the video.
- **After Viewing Activities** help students summarize and draw conclusions from the information that was presented.
- **After Viewing Quizzes** test students' retention of the information presented in the program and activity sheets.
- **Additional Resources** are designed to help you extend the information presented in the program into other areas of your curriculum.
- **Answer Keys** are provided for relevant activities or reproducible pages.
- **Script** content is provided in an unabridged version for future reference.

Program Overview

The *Great Grammar: Quotation Marks* DVD/video provides an informative and interactive approach to learning the rules of quotation marks. Examples of various uses for quotation marks are given in the form of famous quotes from Frederick Douglas to Mark Twain, which helps students understand everyday authentic usage of quotation marks. The DVD/video also discusses and warns students of the seriousness of plagiarism, the use of complete thoughts, and checking your work for grammatical mistakes when writing.

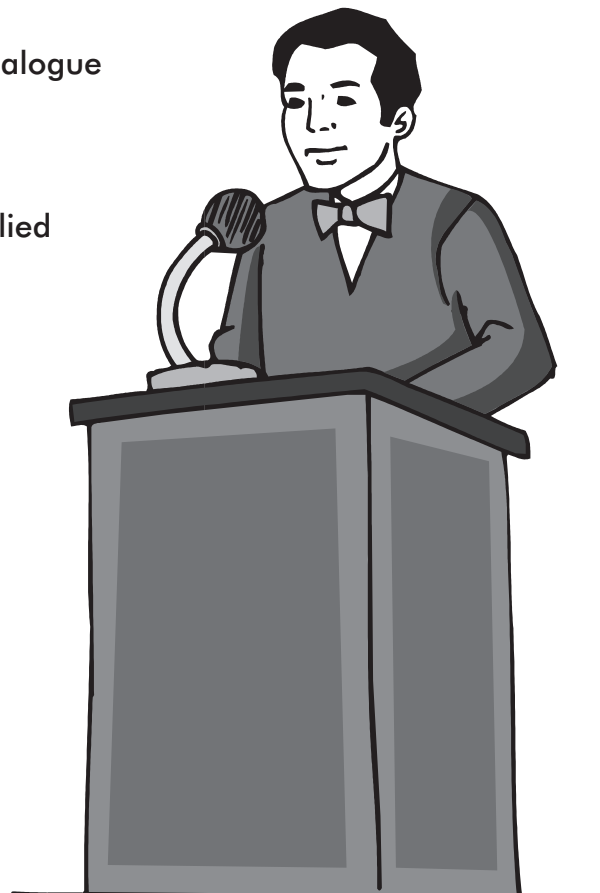
Viewing Objectives

After viewing the DVD/video and utilizing the activities provided in the teacher's guide, the students will be able to:

- Identify most common uses for quotation marks:
 - direct quotations
 - interrupted quotes
 - a quotation within a quotation
 - chapters of a book
 - titles of poems, songs, and short stories
- Give examples of each common use for quotation marks
- Give proper placement to periods, commas, question marks, colons, and semicolons with quotations
- Know grammar rules for periods, commas, question marks, colons, and semicolons
- Know the definition of plagiarism
- Identify and properly place dialogue tags within a quotation
- Tell the difference between direct and indirect quotes

Fast Facts

- Quote is short for quotation.
- Quotation marks are used in direct quotations; interrupted quotes; a quote within a quote; chapters of a book; and titles of poems, songs, and short stories.
- Plagiarism is passing off someone else's words as your own.
- Most quotation marks are used for direct quotes.
- Quotation marks always travel in pairs.
- Periods and commas are usually placed inside quotation marks.
- A comma is used to separate a quote from the rest of the sentence.
- A comma is placed before the closing quotation mark.
- Dialogue tags identify the speaker of a quote.
- Commas are used to separate the dialogue tag from the quote.
- Question marks are placed after the closing quotation mark except if applied in the quotation.
- Colons and semicolons are placed outside the closing quotation mark.
- Colons are used to separate an independent clause from a direct quote.
- Quotation marks are not used for indirect quotes.



KWL Chart

Fill in the chart. In the "K" column, fill in facts and examples of what you already know about quotation marks. In the "W" column, write questions about quotation marks. Complete the "L" column after viewing and/or discussing the DVD/video with new facts learned and answers to questions.

K	W	L
What Do I Know?	What Do I Want to Know?	What Did I Learn?

Common Proofreading Symbols

	Insert a comma here	That teacher, I tell you is the toughest.
	Apostrophe or single quotation mark needed	I couldn't remember where I put the keys.
	Insert item here	I eat ice cream every night.
	Use double quotation marks	My favorite story is "Ruby."
	Use a period here	He ate everything on his plate.
	Delete	She has beautiful clothes.
	Transpose elements	Sally only ate the green candies.
	Close up this space	I saw a butterfly.
	A space is needed here	I need to do my homework.
	Make letter lowercase	You should proofread all your work.
	Capitalize letter	My favorite month is April.
	Begin new paragraph	"I love it," I said. "I thought you would," she replied.

Fix the paragraph using the proofreading symbols provided.

One day Tom and Bob walking to school. They saw a gray fuzzy thing behind the tree

Tom said, "Look at that squirrel.

Bob replied "I don't think squirrels are that big"

Just then they both heard meow then a rustle in the brown and red leaves.

Squirrels don't make that sound either, Tom said with a strange look on his face.

They both decided that it had to be something else and went behind the tree to see it up close. When before they could reach out to touch it, Bob felt a lick on his fingers and hand.

This is definitely not a squirrel, they both said as they picked up their new discovery and carried it to school for show and tell.

What Do You Know About Quotes?

Write C for correct or I for incorrect after each famous quote.

1. "Nothing is particularly hard if you divided it into small jobs," said Henry Ford. ____
2. In Shakespeare's Hamlet, who said, "To be or not to be?" ____
3. Many generals went to battle yelling "Charge"! ____
4. Leonardo Da Vinci said, "Simplicity is the ultimate sophistication." ____

Rewrite each incorrect quote and explain why it is incorrect.

Sentence 1: _____

Explanation: _____

Sentence 2: _____

Explanation: _____

Fix the sentences and rewrite each on the line provided.

1. everyone please have a seat said mrs. Jones who was trying to get the attention of the class.

2. the little Boy yelled no

3. my mother allways tells me to eat lots of fruits and vegetable to stay healthy

I Think . . .	Rule . . .	
		GRAMMAR CONCEPT
		Examples . . .

GRAMMAR CONCEPT

Blank space for writing the grammar concept.

RULE

Blank space for writing the rule.

Example #1

Blank space for writing Example #1.

Example #2

Blank space for writing Example #2.

**Example #3 or
Rule exception**

Blank space for writing Example #3 or Rule exception.

Write a sentence using the rule.

Large blank space for writing a sentence using the rule.

What Did You Say?

Pretend you are talking with a friend about school. Write a dialogue using quotation marks and correct punctuation placement. Illustrate your dialogue in the box below. Have fun and be creative!

You: _____

Friend: _____

You: _____

Friend: _____

You: _____

Friend: _____

What Exactly Did You Say?

When you write down someone's exact words, that is a direct quote. However, when you summarize someone's words, that is an indirect quote. After each quote below write DIRECT or INDIRECT.

1. My mother always says that she wants to go to Hawaii for a vacation. _____
2. The dentist said, "You need to brush your teeth twice a day." _____
3. Ann and Jack both said that they didn't want to have chicken for dinner. _____
4. "What kind of ice cream do you like?" asked Ms. Davis. _____
5. The girl bagging the food asked, "Paper or plastic?" _____
6. "I would love to go to the movies with you," replied Meg over the phone. _____

Change the indirect quotes from above to direct quotes.

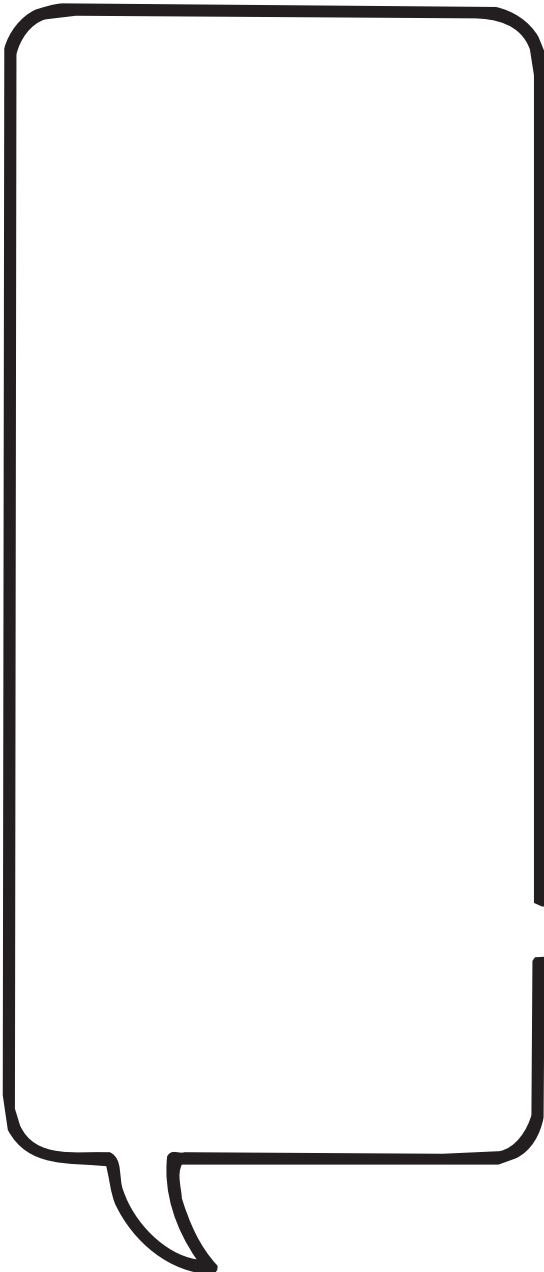
Write your own example of a direct quote. Don't forget the correct punctuation.

Share your quote with a friend.

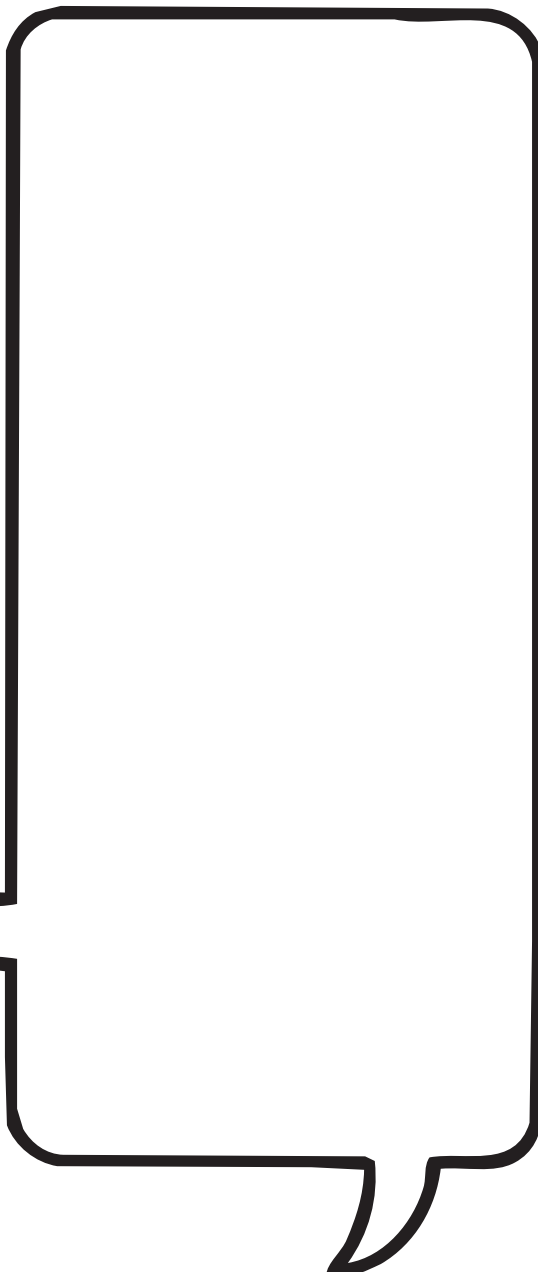
Do as I Say...

1. Divide students into groups of three.
2. Assign each student one of the following roles: recorder, speaker #1, speaker #2.
3. Have the two speakers carry on a conversation for three minutes. The recorder is to write everything down.
4. After the conversation has ended, the group needs to format the sentences into a dialogue using quotation marks, speaker identification, and correct punctuation placement.
5. Have students share with the class.

SPEAKER #1



SPEAKER #2



Quotations Quiz 1

Fill in the blank for each sentence using the words below.

periods	colon	dialogue tags
quotation marks	interrupted quote	quotation
semi-colon	indirect quote	direct quote
commas	plagiarism	exclamation points

1. Quote is short for _____.
2. _____ are used for direct quotes, a quotation within a quotation, and to identify chapters of books.
3. Passing off someone else's words as your own is called _____.
4. _____ and _____ are usually placed inside the quotation marks.
5. _____ are used to identify the speaker of a quote.
6. A _____ separates an independent clause from a direct quote.
7. When you write someone's exact words, you are making a _____.
8. A(n) _____ is made up of two sentences separated by a dialogue tag.
9. A _____ introduces a quote, word, or a list.
10. To summarize a person's words when writing is to make a(n) _____.

Quotations Quiz 2

Match the letter of the vocabulary word to the correct definition.

- A. colon _____ Someone's exact words written down.
- B. dialogue tags _____ Passing off someone else's work as yours.
- C. indirect quote _____ Punctuation that introduces a word or list.
- D. semi-colon _____ Made up of two or more complete sentences.
- E. period _____ Separates two sentences with similar ideas.
- F. interrupted quotation _____ Identifies the speaker of a quote.
- G. direct quote _____ Punctuation at the end of a statement.
- H. comma _____ Punctuation often used in direct quotations.
- I. quotation marks _____ A summary of a person's words.
- J. plagiarism _____ Separates, adds a pause, or forms a list.



Interdisciplinary Ideas

Grammar

Have students write poems for specific parts of speech. Each poem should describe the job of the part of speech or include several examples of that part of speech.

Have students write riddles based on the functions of parts of speech. Students can read the riddles out loud while the other students guess the part of speech.

Play a grammar game. Give each team of students a set of cards that indicate the various parts of speech studied. Write a sentence on the board. Teams of students each send one player at a time to place a part of speech card below the corresponding word.

Have students color-code sentences. They choose sentences from literature books or content-area books. Teams or individual students copy sentences, using the following color code:

nouns — dark blue	pronouns — light blue	action verbs — dark green
linking verbs — light green	adjectives — purple	adverbs — orange
conjunctions — white	prepositions — tan	interjections — pink

Continue this activity in a different way. Randomly pass out cards to students on which you have written words using the code. Students then build a correct sentence together.

Have students do word sorting. They choose a paragraph from a piece of writing. Then they make a chart of the words of each type of speech they found in the paragraph. Students can then trade charts with another student and check each other's work.

Develop a magazine scavenger hunt. Students can scour magazines and cut out words that fit the parts of speech categories studied.

Play Scrabble on the bulletin board. Assign colors to specific parts of speech and have students add words to the board with each part of speech studied.

Do a poem search. How many of each part of speech can your students find in a poem?

Use the book *Jabberwocky*. What words can students use to replace the nonsense words used? Students can also make their own versions in picture books.

Give each part of speech a cents value. Who can find the sentence worth the most money in a literature book or content area book?

noun — 25 ¢	pronoun — 30¢	verb — 35¢	adjective — 40¢
adverb — 50¢	conjunction — 60¢	preposition — 75¢	interjection — \$1

Interdisciplinary Ideas

Make three dice. The first one says noun, noun, verb, verb, adjective, adjective. The second one says N, S, T, L, R, P. The third one says 15 seconds, 20 seconds, 30 seconds, 40 seconds, 50 seconds, 60 seconds. Team members take turns rolling the dice. During the rolled amount of time, each player is to name as many words of the part of speech and letter rolled as possible.

Use yarn to practice prepositions. Students stand in a circle with a loop of yarn being held by one finger of each student. Upon your instructions, students demonstrate being inside the yarn, outside the yarn, on the yarn, above the yarn, etc.

Punctuation

Have students make character creations. They create a character completely from punctuation marks. Then, they write sentences about their character, correctly using the punctuation marks in their sentences.

Listening for punctuation. Assign each punctuation mark that you have studied a specific action. For example, every time students hear a place where a period belongs, they can clap their hands. They might snap their fingers if they hear a place where a comma belongs. This might take some whole group practice with looking at a piece of writing on the overhead. Students will eventually recognize locations where the marks are required and understand the purposes of each mark.

Have students scan advertisements in newspapers, magazines, and junk mail for exclamation points. On their own or with their teammates, they decide on whether the exclamation points are effectively used or overused. Encourage them to rewrite these advertising sentences to convey the emphasis without using the exclamation point for effect.

Help students understand how commas affect understanding by playing court reporter. Ask one or two students to read a passage from their papers or some reading for the class while the other students write what they say. Then have the reporters prepare a transcript of what they heard, inserting punctuation where they think it is needed. Each team should compare the reporters' versions with the originals and solve any disputes over comma use by referring to the appropriate sections of this chapter.

The apostrophe is a messy punctuation mark and is frequently misused. Help students see how popular use is changing the perception of apostrophes by asking students in groups to examine sections of the Yellow Pages or the advertisements in the local newspaper to find examples where expected apostrophes are missing. They can also look for places where apostrophes are overused. Encourage them to notice such misuses and bring them to the attention of the class. Create a bulletin board of samples from the real world.

The most troublesome possessive is *its*, which many students confuse with *it's*. Ask students to keep a list in their journals of places where they see these words confused, including published work and other students' writing. It's hunting makes

Interdisciplinary Ideas

students learn the its/it's rule and become more aware of how they use these words in their own writing.

Have students do a group editing exercise for punctuation. As a student's writing draft is displayed on the overhead, other students raise "road signs" to indicate the punctuation they suggest. For example, a stop sign for a period, a yield sign for a comma, and so on.

Classroom Discussion Prompts

Additional
Resources

- What are quotation marks? When should they be used?
- What is the purpose for grammar and punctuation?
- How do grammar and punctuation affect our everyday speech?
- How is communicating different in other languages? Do you think they follow the same rules and use the same grammar and punctuation we use?
- What is dialogue?
- Why is it important to identify who is speaking when you are reading or writing dialogue?
- Give some examples of dialogue (HINT: when reading books, watching television, talking on the phone, shopping).



Internet Sites

Below is a list of sites that you may use to find more information about quotation marks. Due to routine web maintenance, not all of the links will be accurate at the time of access. If the link is not available, try to conduct a search on that topic from the main site or from a search engine.

abcteach.com

Contains ideas and activities for children and parents. It is a good resource for classroom teachers for reinforcement activities. Student teachers would love this site for the numerous ideas and activities.

www.abcteach.com

TeachNet.com

Targets elementary classroom teachers. Teachers can visit this site for everything from lesson plans to classroom setting ideas. A popular feature is the advice column teachers from all over can get or give useful tips.

www.TeachNet.com

FacultyShack

Provides good source for resources and advice for teachers and educators. This site contains advice columns, book reviews, and discussion about current educational issues. It also provides feedback about the teaching profession.

www.FacultyShack.com

inthestaffroom.com

Offers information on school curriculum from state to state. Gives information on many teaching affiliated topics and issues. Great source for first year teachers.

www.inthestaffroom.com

OWL.org

This online community helps educators gain resources. As a free service of the National Education Association (NEA), it provides useful knowledge. It allows other teachers to share their knowledge and experiences within the teaching profession.

www.OWL.org

school.NET

Gives links to other sites for resources, schools, and general information. Parent, teacher, and kid friendly. Good resource for educational needs overall.

www.School.net

Internet Sites

SchoolHouseTalk.com

Contains e-mail news services for classrooms from kindergarten to twelfth grade. Allows teacher and classroom to establish e-mail access. Can be used for writing reinforcement or pen pals for the classroom.

www.SchoolHouseTalk.com

standards-of-practice.net

Interactive site for professional development for teachers. Site is based on the Ontario College of Teachers Standards of Practice for the Teaching Profession. Gives insight on curriculum and standards.

www.standards-of-practice.net

Teach-nology

Good site for everything educators needs for instruction. Provides links for lesson plans, worksheets, games, and even rubrics. Allows teachers to make their own materials and share with other teachers.

www.Teach-nology.com

Teachers.net

Helps educators link up to the World Wide Web. Give resources specific for all teachers. Provides tips for the education community.

www.Teachers.net

TeacherVision.com

Site features lesson plans and allows educators to submit their own. Gives articles and teaching tools that are best practices. Provides a wealth of resources and more.

www.teachervision.com

SchoolExpress

Allows teachers to get academic-skill specific worksheets for reinforcement. Also allows a teacher to subscribe to monthly email and publication services. Site is good for additional resource for classroom specific projects.

www.freeworksheets.com

Starfall.Com

Language Arts is the main subject featured. Provides stories and activities to help students progress to better readers and writers. Allows parents and teachers to sample and give feedback on products.

www.starfall.com

Internet Sites

Yahooligans!

Site is very student-friendly site. Allows students to experience fun, educational games.

Provides good ideas for parents and teachers for instruction at home and at school.

www.yahooligans.com

Yahoo! Education Directory

Gives an abundance of links to websites and teacher specific web pages.

Offers reference materials and online learning communities. Parents, students, and educators are provided with many resources.

www.yahoo.com/Education

Common Proofreading Symbols

	Insert a comma here	That teacher [↑] I tell you is the toughest.
	Apostrophe or single quotation mark needed	I couldn't remember where I put the keys.
	Insert item here	I [↑] eat ice cream every night.
	Use double quotation marks	My favorite story is "Ruby."
	Use a period here	He ate everything on his plate.
	Delete	She has has beautiful clothes.
	Transpose elements	Sally only ate the green candies.
	Close up this space	I saw a butterfly.
	A space is needed here	I need to do my homework.
	Make letter lowercase	You should proofread all your work.
	Capitalize letter	My favorite month is april.
	Begin new paragraph	"I love it," I said. "I thought you would," she replied.

Fix the paragraph using the proofreading symbols provided.

One day Tom and Bob walking to school. They saw a gray fuzzy thing behind the tree

Tom said, "Look at that squirrel.

Bob replied "I don't think squirrels are that big"

Just then they both heard meow then a rustle in the brown and red leaves.

Squirrels don't make that sound either, Tom said with a strange look on his face.

They both decided that it had to be something else and went behind the tree to see it up close. When before they could reach out to touch it, Bob felt a lick on his fingers and hand.

This is definitely not a squirrel, they both said as they picked up their new discovery and carried it to school for show and tell.

What Do You Know About Quotes?

Write C for correct or I for incorrect after each famous quote.

1. "Nothing is particularly hard if you divided it into small jobs," said Henry Ford. C
2. In Shakespeare's Hamlet, who said, "To be or not to be?" I
3. Many generals went to battle yelling "Charge"! I
4. Leonardo Da Vinci said, "Simplicity is the ultimate sophistication." C

Rewrite each incorrect quote and explain why it is incorrect.

Sentence 1: In Shakespeare's Hamlet, who said, "To be or not to be"?

Explanation: The question mark goes after the quotation mark because it applies to the entire sentence.

Sentence 2: Many generals went to battle yelling, "Charge!"

Explanation: A comma goes before the quote. The exclamation point goes before the quotation mark because it only applies to quote.

Fix the sentences and rewrite each on the line provided.

1. Everyone please have a seat, said Mrs. Jones who was trying to get the attention of the class.

"Everyone please have a seat," said Mrs. Jones, who was trying to get the attention of the class.

2. the little boy yelled no!

The little boy yelled, "No!"

3. my mother always tells me to eat lots of fruits and vegetable to stay healthy.

My mother always tells me to eat lots of fruits and vegetables to stay healthy.

What Exactly Did You Say?

When you write down someone's exact words, that is a direct quote. However, when you summarize someone's words that is an indirect quote. After each quote below write DIRECT or INDIRECT.

1. My mother always says that she wants to go to Hawaii for a vacation. INDIRECT
2. The dentist said, "You need to brush your teeth twice a day." DIRECT
3. Ann and Jack both said that they didn't want to have chicken for dinner. INDIRECT
4. "What kind of ice cream do you like?" asked Ms. Davis. DIRECT
5. The girl bagging the food asked, "Paper or plastic?" DIRECT
6. "I would love to go to the movies with you," replied Meg over the phone. DIRECT

Change the indirect quotes from above to direct quotes.

My mother always says, "I want to go to Hawaii for a vacation".

Ann and Jack both said, "I don't want to have chicken for dinner".

Write your own example of a direct quote. Don't forget the correct punctuation.

Share your quote with a friend.

Answers will vary.

ANSWER KEY

Quotations Quiz 1

Fill in the blank for each sentence using the words below.

periods	colon	dialogue tags
quotation marks	interrupted quote	quotation
semi-colon	indirect quote	direct quote
commas	plagiarism	exclamation points

1. Quote is short for **quotation**.
2. **Quotation marks** are used for direct quotes, a quotation within a quotation, and to identify chapters of books.
3. Passing off someone else's words as your own is called **plagiarism**.
4. **Periods** and **commas** are usually placed inside the quotation marks.
5. **Dialogue tags** are used to identify the speaker of a quote.
6. A **semi-colon** separates an independent clause from a direct quote.
7. When you write someone's exact words, you are making a **direct quote**.
8. A(n) **interrupted quotation** is made up of two sentences separated by a dialogue tag.
9. A **colon** introduces a quote, word, or a list.
10. To summarize a person's words when writing is to make a(n) **indirect quote**.

ANSWER KEY

Quotations Quiz 2

Match the letter of the vocabulary word to the correct definition.

- | | |
|--------------------------|---|
| A. colon | <u>G</u> Someone's exact words written down. |
| B. dialogue tags | <u>J</u> Passing off someone else's work as yours. |
| C. indirect quote | <u>A</u> Punctuation that introduces a word or list. |
| D. semi-colon | <u>F</u> Made up of two or more complete sentences. |
| E. period | <u>D</u> Separates two sentences with similar ideas. |
| F. interrupted quotation | <u>B</u> Identifies the speaker of a quote. |
| G. direct quote | <u>E</u> Punctuation at the end of a statement. |
| H. comma | <u>I</u> Punctuation often used in direct quotations. |
| I. quotation marks | <u>C</u> A summary of a person's words. |
| J. plagiarism | <u>H</u> Separates, adds a pause, or forms a list. |



ANSWER KEY

Script

CAST

Aubreyhost
Narratornarrator

SCENE ONE - INTRODUCTION

AUBREY

Famous quotations by famous people. When you include these phrases or any dialogue in your writing, you'll need to identify them with very distinct symbols—the quotation marks.

Hi, I'm Aubrey and today we're going to learn how to use these symbols correctly when we quote!

SCENE TWO - QUOTATION MARKS OVERVIEW

AUBREY

I speak, you speak, we all speak...and when what we say is written down, it becomes a quotation, or quote for short. That's one time when we use quotation marks, but it's not the ONLY time. Quotation marks are used in direct quotations, interrupted quotes, a quotation within a quotation, to identify chapters of a book, and titles of poems, songs, and short stories.

It's very important to learn how to use quotation marks correctly. Passing off someone else's words as your own is called plagiarism and it could get you into a lot of trouble. So quotation marks aren't just simple little characters you can use here and there without a care. They play an important role whether you're writing a research paper for school or writing a report for your job.

Let's see how quotation marks work in a real-life situation. Imagine that you're creating posters to motivate and inspire the students at your school. You've decided to use famous quotations. In order to capture the audience, you'll have to find the perfect quotations and correctly mark them with proper punctuation.

Script

The strength of the campaign depends on your knowledge of quotation marks. It can make or break the whole project; so your quotations must be perfectly punctuated! Let's get started with direct quotations.

SCENE THREE - DIRECT QUOTATIONS

AUBREY

You'll most often find quotation marks used for direct quotes. When you write down someone's exact words, you'll need to set them off with quotation marks. And remember that quotation marks always travel in pairs. If you use one set, you have to close them off with another. Here's an example:

NARRATOR

"Lost time is never found again."

AUBREY

See how there's a set of quotation marks at the beginning and at the end of the direct quote. And notice that this quotation is a complete sentence, so it starts with a capital letter and ends with a period.

It's important to remember that periods AND commas are usually placed INSIDE the quotation marks. Like in this example...

NARRATOR

"Nothing is particularly hard if you divide it into small jobs," said Henry Ford, who perfected the assembly line to make millions of cars.

AUBREY

A comma is used to separate the quote from the rest of the sentence. It's placed BEFORE the closing quotation mark. If we change the sentence to Henry Ford said, "Nothing is particularly hard if you divide it into small jobs." Then a period is used to end the sentence. It also goes BEFORE the closing quotation mark.

We also need to identify who said the quote, in this case Henry Ford, so we used a dialogue tag.

Dialogue tags may come before or after the quotation, but they always serve the same purpose, to identify the speaker of the quote.

Script

So far we've learned that periods and commas will usually go **INSIDE** the quotation marks. Now with exclamation points or question marks, it depends on whether those ending punctuation marks apply to the **WHOLE** sentence or not. If they apply to the whole sentence, then they go **AFTER** the closing quotation mark.

In Shakespeare's Hamlet, who said, "To be, or not to be"?

The question mark applies to the entire sentence, so it goes after the closing quotation mark. If it only applied to the quote, then it would go **BEFORE** the closing quotation mark. Let's see an example with an exclamation point.

NARRATOR

Many generals went to battle yelling, "Charge!"

AUBREY

In this example, the exclamation point only applies to the quote so it's placed before the closing quotation mark. And there's no need for a period to end this sentence. The exclamation point and closing quotation mark do just that.

For other punctuation marks, like the colon and semicolon, the rule is different. Colons and semicolons are placed **OUTSIDE** the closing quotation mark.

NARRATOR

Leonardo Da Vinci said, "Simplicity is the ultimate sophistication"; however, his work was very complex.

AUBREY

You should use a colon to separate an independent clause from a direct quote. An independent clause is a complete sentence, but when it's used to introduce a quote, you should end it with a colon instead of a period.

NARRATOR

In a speech delivered in 1867, Sojourner Truth talked about women's suffrage: "I want women to have their rights."

AUBREY

There are times when you don't need these symbols at all. You won't be using quotation marks for **INDIRECT** quotations. Indirect quotes look like this...

Script

My father often said that if we don't learn from our mistakes, we are bound to repeat them.

Indirect quotations just summarize another person's words. They NEVER need quotation marks.

It's time to look at your first set of posters. You've selected quotations by famous authors to capture the target audience. By now you should know that direct quotes are the key to making this campaign a success.

NARRATOR

William Shakespeare said, "All the world's a stage, and the men and women merely players."

AUBREY

In this poster, a comma is used to separate the dialogue tag from the quote. Since the quotation is at the end of the sentence, a period is placed before the closing quotation mark.

NARRATOR

"To live is so startling it leaves little time for anything else," said Emily Dickinson, a famous American poet.

AUBREY

In this quote, the comma comes before the closing quotation mark and then the dialogue tag appears after it.

NARRATOR

Wasn't it Mark Twain who said, "Twenty years from now you will be more disappointed by the things that you didn't do than by the ones you did do"?

AUBREY

In this last example, the comma is once again used to separate the dialogue tag from the quote. And it looks like you remembered the rule about question marks. In this case, it's placed OUTSIDE the closing quotation mark because it applies to the entire sentence.

Script

SCENE FOUR - INTERRUPTED QUOTATIONS

AUBREY

There will be times when you'll want to interrupt a quotation or break it apart, especially if it's long. Here's an example...

*"When you have eliminated the impossible," Frederick Douglas said,
"that which remains, however improbable, must be the truth."*

In this example, the quote begins, but gets interrupted with the dialogue tag- Frederick Douglas said. Notice the commas- one is placed INSIDE the quotation mark indicating that the quote is not complete and the other is placed after the word said to separate the dialogue tag from the rest of the quotation. Then the quote continues, identified by another set of quotation marks.

If the interrupted quotation is made up of two or more complete sentences, then the first letter of each sentence must be capitalized.

*"Always do right," Mark Twain said. "This will gratify some people and
astonish the rest."*

Now it's time to look at the posters you created using interrupted quotations. You've selected famous presidential quotes to inspire your classmates.

NARRATOR

*"The will of the people is the only legitimate foundation of any government,"
Thomas Jefferson said, "and to protect its free expression should be our first
object."*

AUBREY

In this example, the dialogue tag "Thomas Jefferson said" interrupts the entire quote. A comma is placed before this closing quotation mark and the second comma is placed at the end of the dialogue tag. The quote continues, set off with another set of quotation marks.

NARRATOR

People often say that your friends are a reflection of you. *"Associate with men of
good quality, if you esteem your own reputation," George Washington said. "It is
better to be alone than in bad company."*

Script

AUBREY

This interrupted quote is made up of two sentences. The comma is once again placed before the first closing quotation mark, followed by the dialogue tag and a period. The second part of the quote is a new sentence, so it must begin with a capital letter. It ends with a period, which is placed **INSIDE** the quotation marks.

Did you also notice that the poster began with an indirect quotation? That's it. Indirect quotes should never have quotation marks around them.

SCENE FIVE - QUOTATIONS WITHIN A QUOTATION

AUBREY

Sometimes in a dialogue or conversation you'll quote somebody else's words. If that's the case, then you've got a quotation within a quotation and that's written like this...

As Eisenhower began his campaign for the U.S. presidency he said, "I hope you allow me to say, 'Until we meet again.'"

We used the regular quotation marks for the main quote. Then used a single quotation mark here and here to identify the other quote. When you see the last set of quotation marks then you know you've reached the end of the entire quote.

It's time to review your latest poster. You decided to use a motivational quote from a famous woman in history. Let's take a look at how you used a quotation within a quotation.

NARRATOR

Graduation is a time for the valedictorian to shine with a moving speech: "At this time, we should remember what Eleanor Roosevelt said, 'The future belongs to those who believe in the beauty of their dreams.'"

AUBREY

The sentence "Graduation is a time for the valedictorian to shine with a moving speech" is an independent clause. It can stand alone, but since we're using it to introduce the quote, we end it with a colon.

Script

The valedictorian's quote begins with this line. We use double quotation marks around her introduction. A comma, placed after the dialogue tag, separates one quote from the other.

Since the valedictorian is quoting another person, the single quotation marks are used. They show where Eleanor Roosevelt's quote begins and ends. Finally, the double quotation marks end the entire quotation.

SCENE SIX - OTHER USES FOR QUOTATION MARKS

AUBREY

You can also use quotation marks to identify chapters of a book and titles of poems, songs, and short stories. Titles of major works are usually underlined or italicized.

When you select...let's say a chapter of a book, then you'll put that chapter title in quotation marks.

My favorite chapter in The Phantom Tollbooth by Norton Juster is "The Royal Banquet."

Notice that the title of the book is underlined since it's a major work and the chapter within the book is identified by the quotation marks. You'll also use quotations for titles of poems...

Robert Frost wrote "The Road Not Taken," a poem we read in English class.

And songs...

Do you think the best song is "Don't Cry for Me"?

And short stories.

Edgar Allan Poe's short story "The Fall of the House of Usher" has been adapted in several movies.

You'll also use quotation marks when you quote a couple of lines from a poem. Use a slash between the lines to indicate when one line ends and the other begins.

Script

Walt Whitman's "Leaves of Grass" contains references to sailing:
"Aboard, at a ship's helm,/ A young steersman, steering with care."

In this sentence, both the title of the poem and the lines from the poem have quotation marks around them. This separates one line from the other.

SCENE SEVEN - REVIEW AND CONCLUSION

AUBREY

Well, we've covered a lot of information about quotation marks and the motivational posters were a big success. And it's all because you knew how to use quotation marks correctly! Let's review the rules one more time.

Quotation marks are used in direct quotations, interrupted quotations, a quotation within a quotation, to identify chapters of a book, and titles of poems, songs, and short stories.

I'm sure from now on you'll have no problem using quotation marks when you write. And with that little vote of confidence, here's an activity you can do to get started. Have fun!

NARRATOR

Writing dialogue is a great way to practice using quotation marks. With a friend or a group of friends, write a story with lots of conversation between the main characters. As you write the dialogue, remember to use quotation marks correctly when the characters are speaking. For even more fun, create a set and showcase your acting abilities!