

Success Criteria for Punctuating Speech

When using speech in your writing:

- Put quotation marks “ ” around the words the speaker says.
“There's no need to tell me,” she said.

- Begin the speech with a capital letter, even if it isn't at the beginning of a sentence.

He said, “That's great.”

- Before a speech closes, there is a punctuation: .,?!

He said, “Well done.”

“Well done,” she said.

“Have you had lunch yet?” she asked.

“No!” shouted the man.

- If the **speaker** comes before the speech, put a comma before the speech mark starts.

If the **speaker** comes after the speech, put a comma before the speech mark closes, unless the speech ends with ! or ?.

He said, “Well done.”

“Well done,” she said.

“Have you had lunch yet?” she asked.

“No!” shouted the man.

- Begin a new line when there is a change of speaker.

“What's for lunch?” asked James.

“Fish and chips,” replied Sarah.

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