

Inverted Commas

There are two places where inverted commas are needed when writing direct speech:

“What’s the matter, Dina?” said Sid.

Inverted Commas

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You need to **open** your inverted commas with a “ (66) before the first word which is being spoken.

You need to **close** your inverted commas with a ” (99) after the last word **which is being spoken**.

Imagine that inverted commas are like hands;
They hold within them **only** the words which are being spoken.

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“What’s the matter, Dina?”



said Sid.

Punctuation

There are two places where other forms of punctuation are needed when writing direct speech:

“What’s the matter, Dina?” said Sid.

You need to end the speaking with:

- a comma
- a question mark, if it is a question.
- an exclamation mark, if it is an exclamation.

You will need to finish your sentence with a full stop after the reporting clause.

Examples of other punctuation in direct speech are:

“How exciting it is!” exclaimed Sarah.

“I don’t know what to do,” said Sayeed.

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Reporting Clauses

After the speech itself, a reporting clause gives a little bit of information about **who is speaking** and **how it was said**.

“What’s the matter, Dina?” **said Sid**.

Reporting Clauses

In this case, Sid is speaking.

If Sid said it in a different way, you could change ‘said’ to...



“What’s the matter, Dina?” **asked Sid**.

“What’s the matter, Dina?” **whispered Sid**.

“What’s the matter, Dina?” **uttered Sid**.

“What’s the matter, Dina?” **shouted Sid**.

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Different Names

Inverted commas can also be called:

Speech marks

Quotation marks



Beginning and End

Keep your speech marks at the beginning and the end of the words being spoken.

“Lower please!” 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 Letters

Begin the direct speech with a capital letter.

“**W**hat an amazing day!” he announced.



Punctuation

Make sure your speech is correctly punctuated. This includes a piece of punctuation before closing the inverted commas.

“There are times, I feel that you are a little cold,”
I said.



Reporting Clause

Include in your sentences information about who is speaking and even how they are speaking. This is called the reporting clause.

“There are times, I feel that you are a little cold,” I said.

