



**Can I  
borrow your  
pencil please?**



**Have you  
got any pets?**

**What's  
your name?**

**Where do you live?**



**Please don't  
forget to wash  
your hands.**



**I don't like  
chocolate.**

**There aren't any  
girls with green  
eyes in this class**

**No-one is  
having a packed  
lunch today.**

**This is my  
teddy. His name  
is Biggles.**

**Lots of  
children like  
playing football.**

**Police officers  
and fire fighters  
are very brave.**

**You can go out  
and play for  
half an hour.**



**I can't believe we  
lost the match!**



**Oh no, we've  
missed the bus!**

**That's the best  
best joke I've  
ever heard!**

**I'm so excited  
because it's my  
birthday tomorrow**



**I have short, brown hair.**

**You are much taller than me.**

**We have two dogs and a cat.**

**My cousins live in a big city.**

**On Saturday, I go to the gym club.**

**My auntie is a pilot in the Air Force.**

**I always eat some fruit at playtime.**

**My best friends like the same games as I do.**

**Text Here**

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**I have short, brown hair.**

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**On Saturday, I go to the gym club.**

**My auntie is a pilot in the Air Force.**

**I always eat some fruit at playtime.**

**My best friends like the same games as I do.**

**blah**

**said**

**asked**

**yelled**

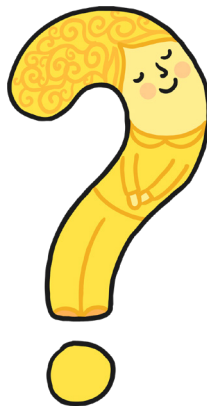
**blah**

**replied**

**enquired**

**commanded**

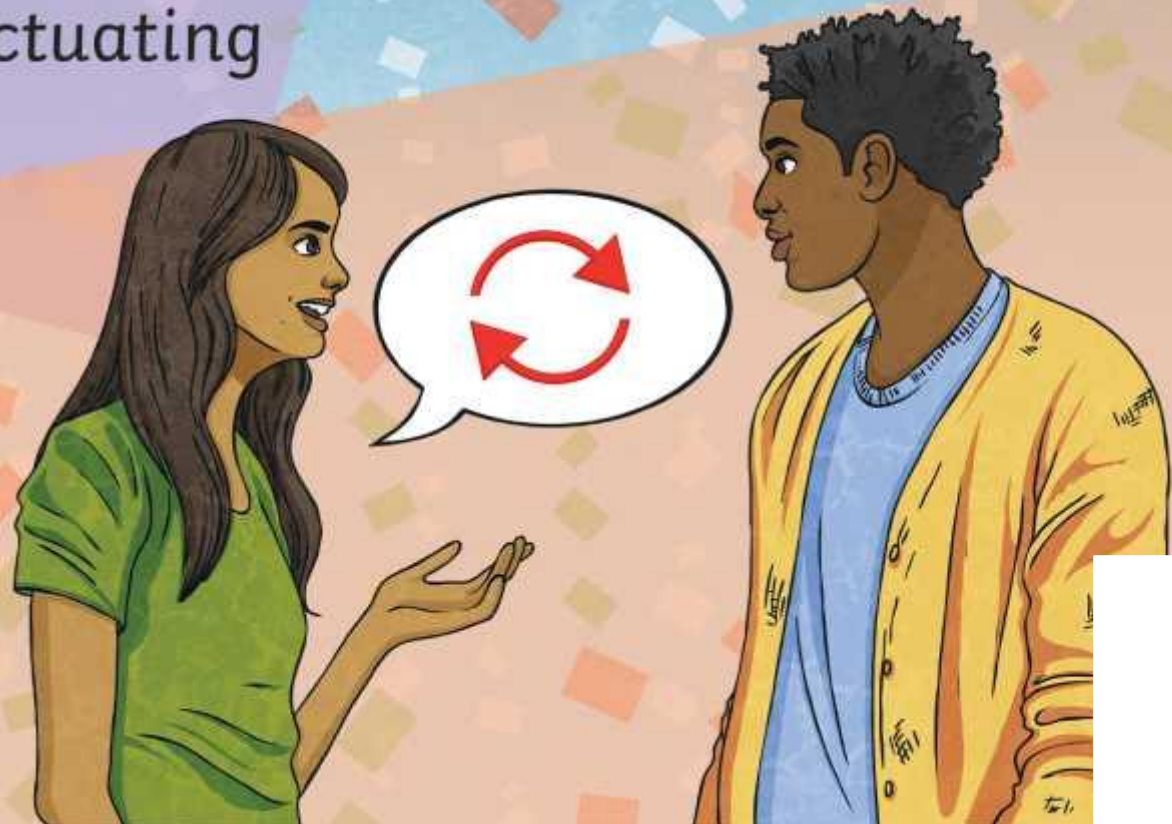
# speaker





# What did you say?

An informative  
PowerPoint about  
using and punctuating  
direct speech





# **LO: to use and punctuate direct speech**

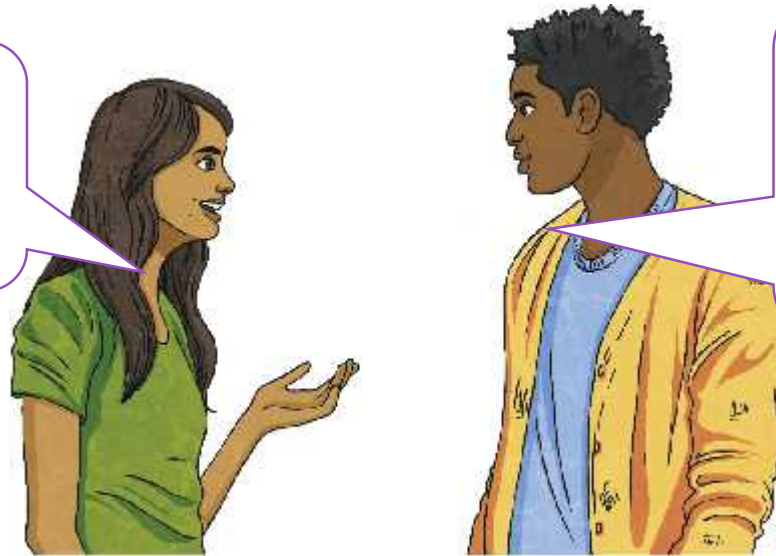
## **Success Criteria:**

- I know that inverted commas “\_\_” go around only the words someone said.
- I use a range of reporting verbs, not just ‘said’.
- I know that punctuation goes inside the closing inverted commas.
- In dialogue, I know to use the rule ‘new speaker, new line’

# Starter Activity

Are you ok Carter? You look a bit sad.

Ammara



Thanks Ammara, I'm just missing my dog because he's at the vet today.

Carter

## What did they say?

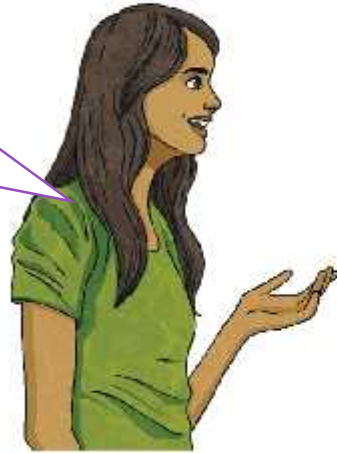
1. We need to know who is speaking the words.
2. In pictures, we can use speech bubbles to show what a character says.

**But... what if there are no pictures?**

# Writing in direct speech

Are you ok  
Carter? You  
look a bit sad.

Ammara



Thanks Ammara,  
I'm just missing  
my dog because  
he's at the vet  
today.

Carter



We need **inverted commas**.

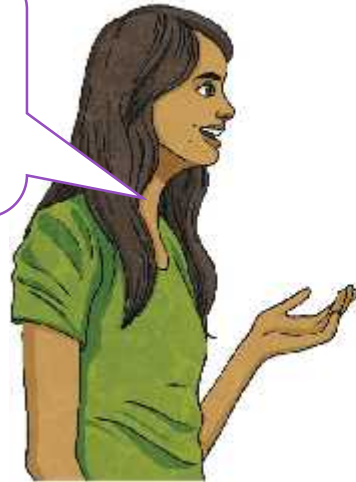
1. Sometimes, these are also called **quotation marks** or **speech marks**.
2. They look a *little* bit like the numbers **66** and **99** hanging up around the exact words the speaker said.
3. You also need a reporting verb like 'said' to identify the speaker.

Have a look...

# Writing in Direct Speech

Are you ok Carter? You look a bit sad.

Ammara



Thanks Ammara, I'm just missing my dog because he's at the vet today.

Carter



“Are you ok Carter? You look a bit sad,” questioned Ammara.

“Thanks Ammara, I’m just missing my dog because he’s at the vet today,” replied Carter.

# Let's have a go...

Are you ok Carter? You look a bit sad



Ammara

Carter

Ammara

“

.

said

”

,

Carter

“

replied

“

.

,

Thanks Ammara, I'm just missing my dog because he's at the vet today

# Let's Mix it up a bit!

You don't always have to put the speaker's name at the end of their words. Let's try...



“Are you ok Carter? You look a bit sad,” questioned Ammara.

“Thanks Ammara, I’m just missing my dog because he’s at the vet today,” replied Carter.

**OR**

Ammara asked, “Are you ok Carter? You look at bit sad.”

Carter replied, “Thanks Ammara, I’m just missing my dog because he’s at the vet today.”

**OR**

“Are you ok Carter?” asked Ammara, “You look at bit sad.”

“Thanks Ammara,” replied Carter. “I’m just missing my dog because he’s at the vet today.”

# Your Turn!

Can you put the words in these speech bubbles into direct speech?



Lewis

This is my friend Abdul .



Lacey

Let me help you up.

# Plenary

## What have we learned?

We use **inverted commas** to identify the exact words that someone has spoken.

All the punctuation of their sentence goes **inside** the inverted commas.

e.g.

“Have you met my brother?” Cassie asked.



# Use and punctuate direct speech

Can you take the sentence from the speech bubble and turn it into direct speech?

You need to add inverted commas ( " ") and said, then the speaker's name. Look at this example:

Happy Birthday!


"Happy Birthday!" said Shaun.

<p>Are you okay?</p>	<p>we're best friends.</p>	<p>Football is my favourite sport.</p>	<p>Yay, we won the match!</p>	<p>Go and tidy your room!</p>
<p>Susie</p>	<p>Sasha and Abigail</p>	<p>Luke</p>	<p>Bethany</p>	<p>Mum</p>
<p>Do you like my earrings?</p>	<p>I think we're lost!</p>	<p>Gosh, I'm so hot!</p>	<p>What would you like for tea?</p>	<p><b>Challenge:</b> Now make up one of your own!</p>
<p>Rosanna</p>	<p>Mahendra</p>	<p>Tomasz</p>	<p>Gran</p>	










# Use and punctuate direct speech

Can you take the sentence from the speech bubble and turn it into direct speech?

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“Happy Birthday!” said Shaun.

 <p>“Are you okay?” said <b>Susie.</b></p>	 <p>“We’re best friends.” said <b>Sasha and Abigail</b></p>	 <p>“Football is my favourite sport.” said <b>Luke.</b></p>	 <p>“Yay, we won the match!” said <b>Bethany.</b></p>	 <p>“Go and tidy your room!” said <b>Mum.</b></p>
<p><b>Susie</b></p>	<p><b>Sasha and Abigail</b></p>	<p><b>Luke</b></p>	<p><b>Bethany</b></p>	<p><b>Mum</b></p>
 <p>“Do you like my earrings?” said <b>Rosanna.</b></p>	 <p>“I think we’re lost!” said <b>Mahendra.</b></p>	 <p>“Gosh, I’m so hot!” said <b>Tomasz.</b></p>	 <p>“What would you like for tea?” said <b>Gran.</b></p>	<p><b>Challenge:</b> Now make up one of your own!</p>
<p><b>Rosanna</b></p>	<p><b>Mahendra</b></p>	<p><b>Tomasz</b></p>	<p><b>Gran</b></p>	

# Use and Punctuate Direct Speech

Use your inverted commas punctuation mat to help you put the correct punctuation in each sentence.

E.g. i've never been to france stated Cody

"I've never been to France," stated Cody.

1) We're having roast chicken on Sunday explained James

2) I didn't win at bowling either but I still had fun agreed Ruksana

3) Yes you can come to my party replied Stephen

4) Looking after a pet makes you more responsible claimed Lee-Chen

5) Where have you been asked mum curiously

6) Did you finish your work before putting your book away enquired the teacher

7) Where on earth have I left my keys demanded dad crossly

8) That's a brilliant piece of writing exclaimed the teacher

9) This is the best birthday party ever I screamed to my friends

10) Yay it's the weekend squealed the children as they ran out of school.

# Use and Punctuate Direct Speech

## Answers

Use your inverted commas punctuation mat to help you put the correct punctuation in each sentence.

- 1) "We're having roast chicken on Sunday," explained James.
- 2) "I didn't win at bowling either but I still had fun," agreed Ruksana.
- 3) "Yes you can come to my party," replied Stephen.
- 4) "Looking after a pet makes you more responsible," claimed Lee-Chen.
- 5) "Where have you been?" asked Mum curiously.
- 6) "Did you finish your work before putting your book away?" enquired the teacher.
- 7) "Where on earth have I left my keys?" demanded Dad crossly.
- 8) "That's a brilliant piece of writing!" exclaimed the teacher.
- 9) "This is the best birthday party ever!" I screamed to my friends.
- 10) "Yay! It's the weekend!" squealed the children as they ran out of school.

# Use and Punctuate Direct Speech

Use your inverted commas punctuation mark to help you put the correct punctuation in each sentence. Choose the correct verb from the word bank to complete the blank spaces.

E.g. i've never been to france stated Cody

"I've never been to France," stated Cody.

1) We're having roast chicken on  
Sunday \_\_\_\_\_ James

2) I didn't win at bowling either but I still had  
fun \_\_\_\_\_ Ruksana

3) Yes you can come to my  
party \_\_\_\_\_ Stephen

4) Looking after a pet makes you more responsible  
\_\_\_\_\_ Lee-Chen

## Word Bank

said  
demanded  
enquired  
screamed  
replied  
explained  
exclaimed  
asked  
agreed  
yelled  
suggested

5) Where have you been \_\_\_\_\_ mum curiously

6) Did you finish your work before putting your book away \_\_\_\_\_ the teacher

7) Where on earth have I left my keys \_\_\_\_\_ dad crossly

8) That's a brilliant piece of writing \_\_\_\_\_ the teacher

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10) Yay it's the weekend \_\_\_\_\_ the children as they ran out of school.

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- 9) "This is the best birthday party ever!" I screamed to my friends.
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# Use and Punctuate Direct Speech

Use your inverted commas punctuation mark to help you put the correct punctuation in each sentence. Choose an appropriate verb from the word bank to complete the spaces.

E.g. You won't believe this \_\_\_\_\_ Cody but i've never been to france.

"You won't believe this," stated Cody, "but I've never been to France."

1) Guess what \_\_\_\_\_ James we're having  
roast chicken on sunday

2) Where on earth \_\_\_\_\_  
dad crossly have i left my keys

3) I didn't win at bowling either but i still had  
fun \_\_\_\_\_ Ruskana

4) that \_\_\_\_\_ the teacher enthusiastically  
is a brilliant piece of writing

5) Are you getting a pet \_\_\_\_\_ Lee-Chan well i think a fish is a  
good one to start off with

6) mum \_\_\_\_\_ curiously where have you been all this time

7) did you finish your work before putting your book away \_\_\_\_\_  
the teacher

8) on the zipwire, i \_\_\_\_\_ to my friends this is the best birthday  
party ever

9) Stephen \_\_\_\_\_ yes, of course you can come to my party

10) Yay \_\_\_\_\_ the children as they ran out of school it's the weekend

## Word Bank

blurted  
demanded  
enquired  
screamed  
replied  
explained  
exclaimed  
asked  
agreed  
yelled  
suggested

# Use and Punctuate Direct Speech

## Answers

Use your inverted commas punctuation mark to help you put the correct punctuation in each sentence. Choose an appropriate verb from the word bank to complete the spaces.

E.g. You won't believe this \_\_\_\_\_ Cody but i've never been to france.  
"You won't believe this," stated Cody, "but I've never been to France."

- 1) "Guess what?" blurted James, "We're having roast chicken on Sunday."
- 2) "Where on earth," demanded Dad crossly, "have I left my keys?"
- 3) "I didn't win at bowling either but I still had fun," agreed Ruksana.
- 4) "That," exclaimed the teacher enthusiastically, "is a brilliant piece of writing!"
- 5) "Are you getting a pet?" asked Lee-Chan. "Well, I think a fish is a good one to start off with."
- 6) Mum asked curiously, "Where have you been all this time?"
- 7) "Did you finish your work before putting your book away?" enquired the teacher.
- 8) On the zipwire, I screamed to my friends, "This is the best birthday party ever!"
- 9) Stephen replied, "Yes, of course you can come to my party."
- 10) "Yay!" yelled the children as they ran out of school, "It's the weekend!"



# 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.

# Punctuating Speech



# Reported Speech vs. Direct Speech

**Reported speech** summarises or paraphrases what has been said. It does not usually directly quote the words spoken, so does not need any special punctuation.

## **For example:**

The goats said that they wanted to eat the green grass on the other side of the bridge.

The troll shouted to the goats to stay on their own side of the stream.

# Reported Speech vs. Direct Speech

When a text uses **direct speech**, some specific punctuation conventions are required to separate what is said from the rest of the text; this enables the reader to follow what is going on.





# Inverted Commas

The most important rule in punctuating direct speech is that all words spoken must be enclosed by inverted commas.

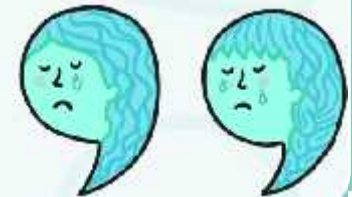
In British English, a single inverted comma may be used:

'Get off my bridge.'

However a double inverted comma may also be used:

"Get off my bridge."

Whichever style you choose, use it consistently across a text.



# Punctuation Inside Inverted Commas

All commas, full stops, question marks and exclamation marks must also be enclosed by inverted commas.

## For example:

'That grass looks delicious,' said the smallest Billy Goat Gruff.

'Hey, goat!' shouted the troll. 'You are not allowed to cross my bridge.'

'How can we get to the other side?' asked the Biggest Goat Gruff.

**NOT:** 'Get off my bridge' ! shouted the troll. ❌



# Commas

Commas are another important tool to help the reader separate direct speech from the rest of the text.

Where direct speech **precedes** a **verb**, and does not end in a question mark or exclamation mark, **a comma must be used**.

## For example:

'We need to get to the other side,' **moaned** the goats.

'Those goats are always disturbing my sleep,' **muttered** the troll.

# Commas

Where the direct speech before a verb ends in a question mark or exclamation mark however, this punctuation **replaces** the comma.

**For example:**

'Who goes there?' shouted the troll. ✓

**NOT:**

'Who goes there?', shouted the troll. ✗





# Commas

Where the direct speech **follows** a **verb**, a comma must be used after the verb to indicate that direct speech is about to begin.

**Note:** in this context, the direct speech must always begin with a capital letter.

## For example:

The smallest Billy Goat Gruff **said**, 'I'll go first.'

The Troll **shouted**, 'Who goes there?'

The biggest Billy Goat Gruff **shouted**, 'Oh no you won't!'



# Punctuation Inside Inverted Commas

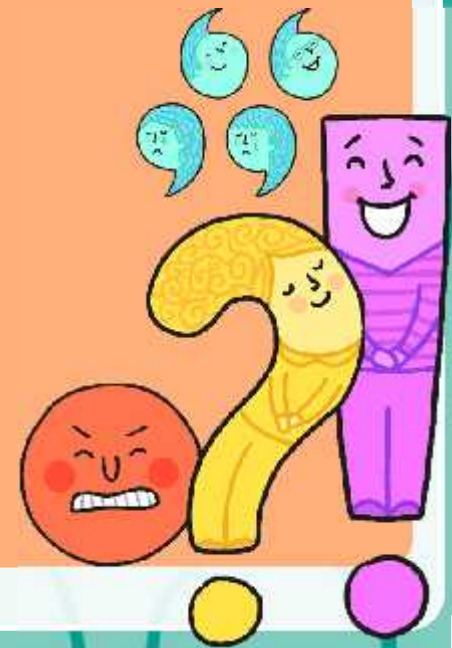
In addition, where the direct speech follows the verb, a full stop, exclamation mark or question mark **must** be used inside the inverted commas to signal the end of the speech.

## For example:

The smallest Billy Goat Gruff **said**, 'I'll go first.'

The Troll **shouted**, 'Who goes there?'

The biggest goat **shouted**, 'Oh no you won't!'



# Punctuating 'Split' Direct Speech

If the direct speech is **one** sentence broken up by information about who is speaking, you need a **comma** (or a question mark or exclamation mark) to end the first piece of speech and **another comma before the concluding part of the sentence** (before the inverted comma or commas).

## For example:

'I'm light and quiet,' said the smallest Billy Goat Gruff, 'so I'll go first.'

In this context, use a **lower case letter** to start the second part of the direct speech.

# Punctuating 'Split' Direct Speech

If the direct speech is two discrete sentences separated by information about who is speaking, you need a **comma** (or a question mark or exclamation mark) to end the first piece of speech and **full stop after the information about the speaker**. The second sentence then begins with a capital letter.

## For example:

'You're right,' agreed the Biggest Billy Goat Gruff. 'We can't let the Troll beat us.'



# New Speaker, New Line

If the direct speech in a text involves more than one speaker, a new line must be used for each new speaker. This helps the reader to follow what is being said.

## **For example:**

‘We can’t let him win! He’s just a grumpy troll!’ said the smallest Billy Goat Gruff.

‘You’re right,’ agreed the biggest Billy Goat Gruff.

The medium-sized Billy Goat Gruff said, ‘So what shall we do?’



# Reporting Clauses

Reporting clauses tell us who is speaking, or who said what. Reporting clauses can be found in both reported speech and direct speech.

## **For example:**

The troll said the goats should get off his bridge. (reported speech)

'Who goes there?' shouted the Troll. (direct Speech)

'That grass looks so green and delicious,' bleated the Smallest Billy Goat Gruff. (direct speech)



# Two-Minute Challenge

Consider the following example:

The troll said, 'Get off my bridge,' and the goat said, 'No!'

Technically, this example is correct; however, it is clumsy.

Talk to a partner to find two ways that this example could be improved. You have two minutes!



Start

End

Click start and the timer is up when it fades to red.

# Two-Minute Challenge

How did you improve this example?

The troll said, 'Get off my bridge,' and the goat said, 'No!'

**You could use the rule  
'new speaker, new line':**

*The troll said, 'Get off my  
bridge.'*

*'No!' said the goat.*

**You could use reported  
speech instead of direct  
speech.**

The troll told the goat to  
get off his bridge, but the  
goat refused.

Click start and the timer is up when it fades to red.

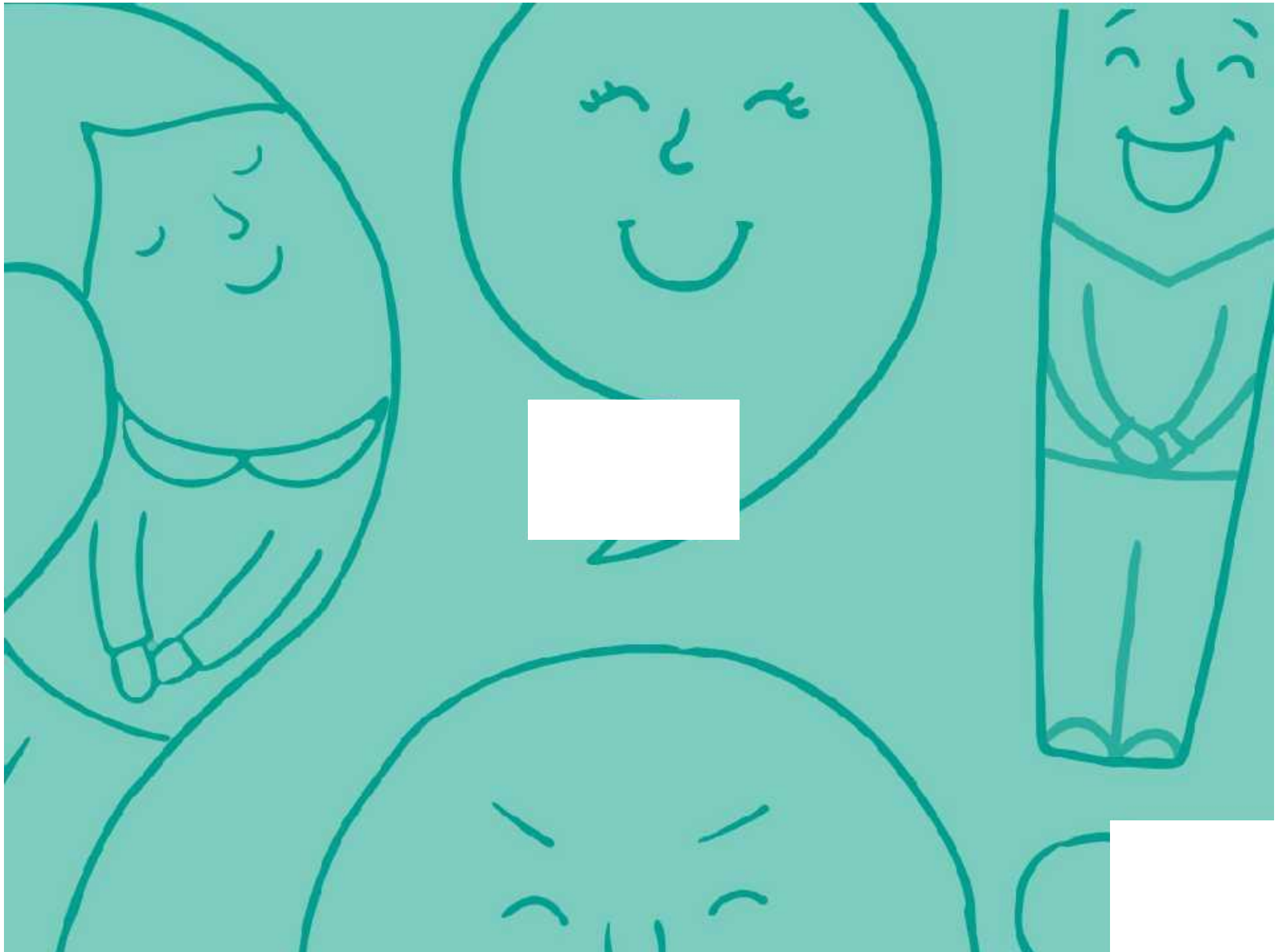
Start

End



# Summary

Context	Punctuation
All reported speech	No extra punctuation.
All direct speech	Must be enclosed in inverted commas.
Direct speech punctuation	Must be enclosed in inverted commas.
Direct speech before a verb	Use a comma after the direct speech (inside the inverted commas), verb begins with inverted comma and lower case letter.
Direct speech after a verb	Use a comma after the verb (outside the inverted commas), direct speech begins with inverted comma and a capital letter.
Split direct speech – one sentence	Use a comma/exclamation/question mark inside inverted comma to conclude first part of speech. Verb starts with lower case letter, followed by comma outside inverted commas. Direct speech resumes with an inverted comma and a lower case letter.
Split direct speech – two sentences	Use a comma/exclamation/question mark inside inverted comma to conclude first part of speech. Verb starts with lower case letter, followed by full stop. Direct speech resumes with an inverted comma and a capital letter.



# Inverted Commas



Inverted commas are used to show that someone is **speaking**.

“Good morning!” my friend shouted to me.

# Full Stop



Full stops are used to show the **end**  
of a sentence.

I go to school every day.

# Commas



Commas are used to separate **3 or more items** in a list.

“I made sure that I had my books, pencils and lunch for school.”

Commas can also be used to **separate clauses** within a complex sentence.

“Today, which is bright and clear, is going to be a good day.”



# Capital Letters



Capital letters are used when **a new sentence** has started and when **a proper noun** is used.

The weather in England is quite mild and grey.

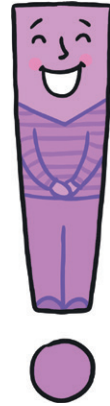
# Question Marks



A question mark is used to show that **a question** has been asked.

Have you eaten a good breakfast today?

# Exclamation Mark



Exclamation marks are used to show  
**a command or a strong statement.**

I feel great today!



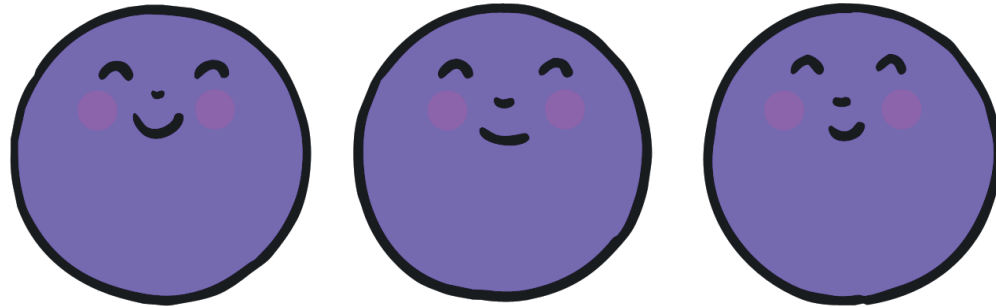
# Apostrophes



Apostrophes are used to show **possession** or where letters have been **missed out**.

You're wearing Robert's shoes.

# Ellipsis



An ellipsis is used to show **an omission of a word** or words from a text.

Once upon a time...and they lived happily ever after.

# Colons



Colons are used at **the end of a clause** to show that an answer, elaboration or explanation follows.

The night was grim: it was cold and rainy.

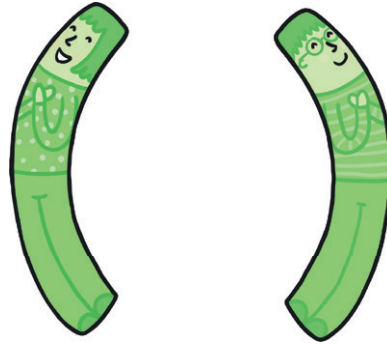
# Semi-colons



Semicolons are used to create **a break in a sentence**, with a pause halfway between a comma and a full stop.

I just had a big meal; however I am still hungry!

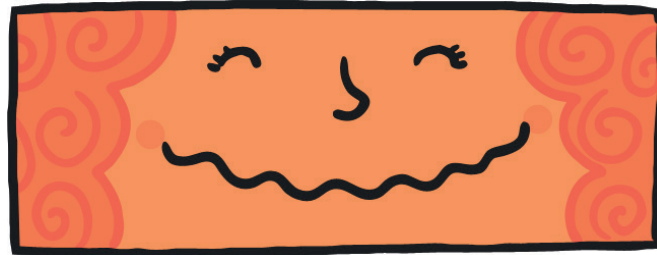
# Parenthesis/Brackets



Brackets are used to **separate off information** that isn't essential to the meaning of the rest of the sentence.

Mount Everest (8 848m) is the highest mountain in the world.

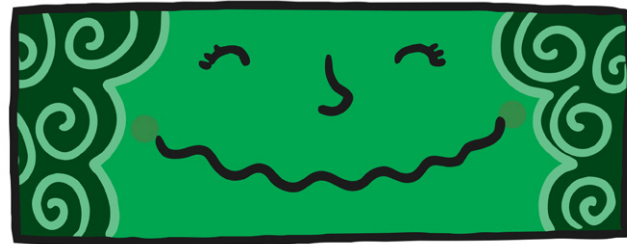
# Hyphen



Hyphens **link** words or parts of words.

thought-provoking

# Dash



Dashes are used to **add** extra information to a sentence or to **add** emphases.