

Inverted Commas

Useful Tips

- Speech marks are always used in pairs.
- Speech marks surround direct speech.
- All non-spoken words belong outside the speech marks.
- Only punctuation that is part of the direct speech should go inside the speech marks.
- If the end of the direct speech falls at the end of the sentence, only one punctuation mark is needed.
- The break between speech and non-spoken words is normally signalled by a comma.
- Put each different speaker on a new line.

The reporting clause can be placed before or after the direct speech.

“Wow, this is like heaven!” exclaimed Mrs Bloom.

Mrs Bloom exclaimed, “Wow, this is like heaven.”



Comma after speech verb.

When a sentence using speech is split by a speech verb (said, shouted), there should be one comma inside the speech marks at the end of the first part of a direct speech, and a comma after the speech verb before the speech marks which surround the second part of speech.

“Wow,” exclaimed Mrs Bloom, “this is like heaven!”



1st comma
inside the
speech
marks.

2nd comma
before the
speech marks
and after the
speech verb



lowercase letter

