

Text-Talker Category	Original Speaker	
	neutral or strong position	Weak position
says		
answers		
asks		

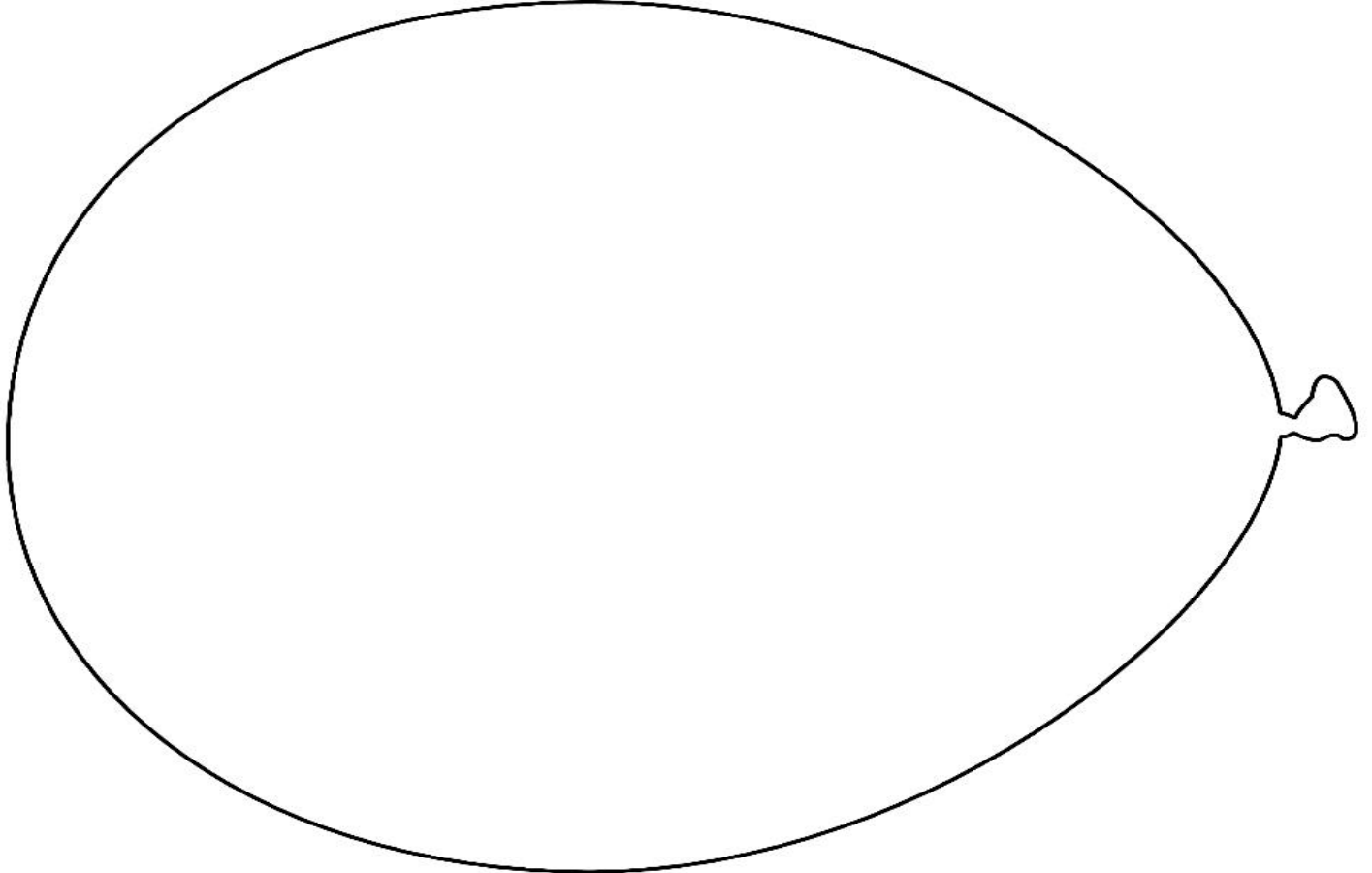
acknowledges
adds
affirms
alleges
announces
argues
asserts
assumes
claims
conjectures
declares
demands
estimates
examines
expresses
imagines
inquires
maintains
mentions
pleads
questions
refutes
relates
remarks
replies
reports
requests
responds
reveals
states
suggests
supposes
tells

### Incorporating Quotations in Writing

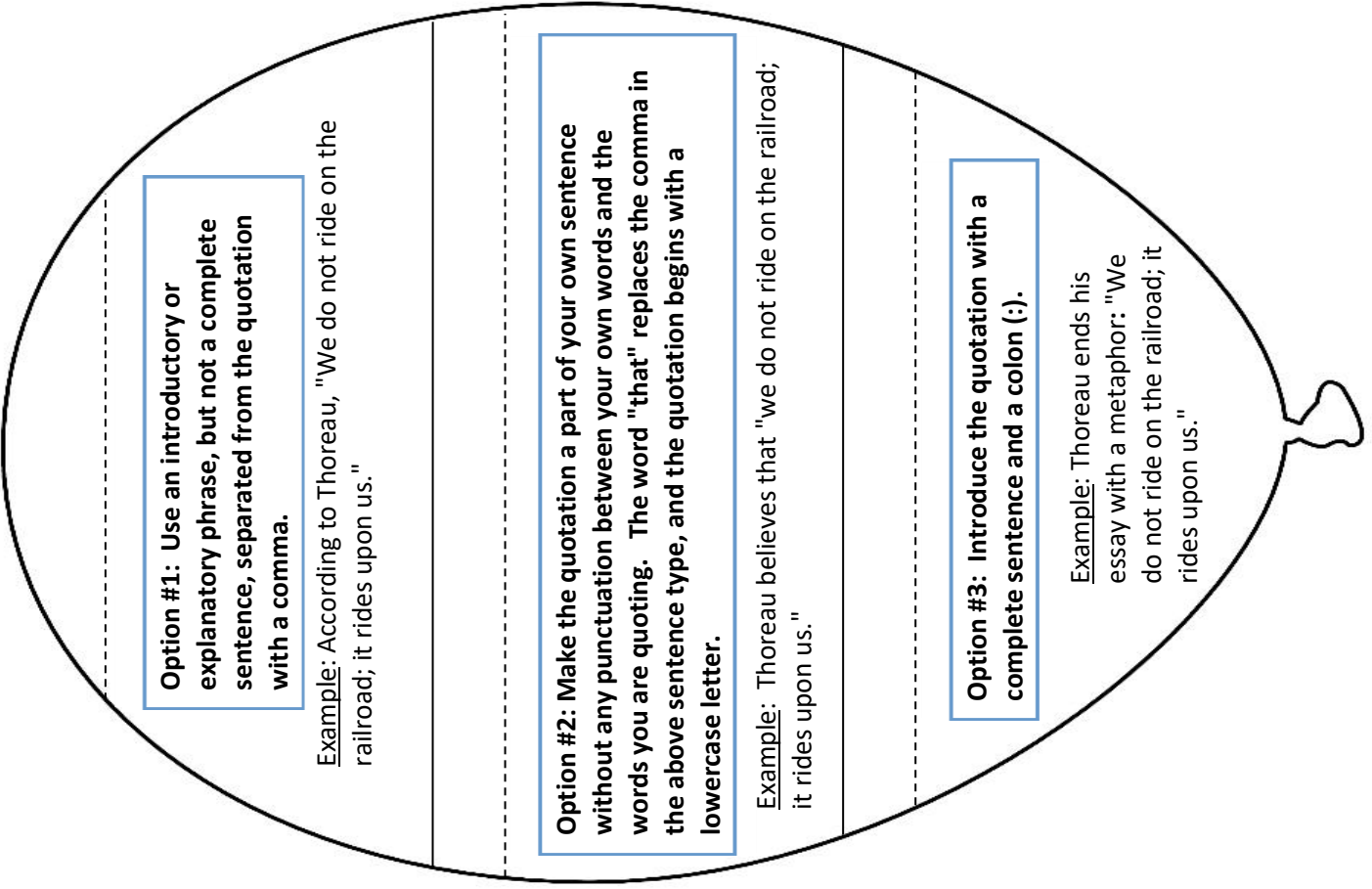
In your writing, never have a quotation standing alone as a complete sentence. Think of a quotation as a helium balloon. When you let go of a helium balloon, it flies away. In a way, the same thing happens when you present a quotation that is standing all by itself in your writing, a quotation that is not "held down" by one of your own sentences. The quotation will seem disconnected from your own thoughts and from the flow of your sentences.

**Text-Talker  
Synonyms**

Directions: Cut out the left balloon and glue it on your paper. Then cut out each of the three sections of the right balloon on the SOLID lines. Glue the section above the dotted line onto the first balloon so that when you lift the flaps, you are able to write your own examples beneath them.



**When referring to written quotations, use a present-tense verb.**  
**When referring to an historical event, use a past-tense verb.**



**Option #1: Use an introductory or explanatory phrase, but not a complete sentence, separated from the quotation with a comma.**

Example: According to Thoreau, "We do not ride on the railroad; it rides upon us."

**Option #2: Make the quotation a part of your own sentence without any punctuation between your own words and the words you are quoting. The word "that" replaces the comma in the above sentence type, and the quotation begins with a lowercase letter.**

Example: Thoreau believes that "we do not ride on the railroad; it rides upon us."

**Option #3: Introduce the quotation with a complete sentence and a colon (:).**

Example: Thoreau ends his essay with a metaphor: "We do not ride on the railroad; it rides upon us."