



Using basic punctuation

At the end of every sentence you need a full stop, a question mark or an exclamation mark. You then need a **capital letter** to start the next sentence.

A **sentence** is a group of words that makes sense on its own. For example:

Bilal went to the shops.

A sentence always has a **subject** (in this case 'Bilal') and a **verb** ('went').

Full stops are used much more than the other punctuation marks. They are placed at the end of a statement. For example:

She came back with milk.
The car is red.

Question marks are placed after a question. For example:

Is this true?
When will you go?

Exclamation marks are much less common and are often placed after a command. For example:

Come here!
Sit down!

NOTE: commands don't always need a subject.

Exclamations marks are also used to show surprise or that someone is shouting loudly. For example:

Let me out!
Never!

Fact sheet

Direct Speech and Reported Speech

Let's say you and your friend, Rebecca, are eating dinner at a restaurant on Saturday night. Rebecca tells you all about her boyfriend Joshua. She tells you what Joshua told her on Friday. She can say it in two ways.

The first way is called "direct speech." Direct speech is **EXACTLY** what the person said. Here is an example:

Joshua said, "I need to take a taxi."

According to the above sentence, Joshua said **EXACTLY** those words.

The other way of repeating what a person says is called "reported speech." Reported speech is **NOT EXACTLY** what the person said. It is like a summary or paraphrase of what the speaker said. Take a look at the following example:

Joshua said that he needed to take a taxi.

This is **NOT EXACTLY** what Joshua said.

Here is another example:

Direct Speech (EXACT)	Reported Speech (NOT EXACT)
Joshua said, "I love eating chocolate ice cream after dinner."	Joshua said that he loved eating chocolate ice cream after dinner.

How are direct speech and reported speech different? There are 5 things that are different:

1. Direct speech has **quotation marks**; reported speech does **not** use quotation marks.
2. In reported speech, the **pronoun** often changes. For example, in the above sentence with quoted speech the pronoun **I** is used, whereas the sentence with reported speech uses the pronoun **he**.
3. In reported speech, the word **that** is often used after **said**, but **that** is optional.

4. Direct speech is exactly what the person said.
5. The verb in reported speech is changed to the past; some modal verbs do not change. There are rules to follow when changing the verb. Please see the chart below.

Direct Speech (EXACT)	Reported Speech (NOT EXACT)	Note:
Jordan said, "I cook rice every day."	Jordan said that she cooked rice every day.	
Jordan said, "I am cooking rice."	Jordan said that she was cooking rice.	
Jordan said, "I cooked rice."	Jordan said that she had cooked rice.	The past tense all use had + past participle.
Jordan said, "I have cooked rice."	Jordan said that she had cooked rice.	
Jordan said, "I had cooked rice."	Jordan said that she had cooked rice.	
Jordan said, "I will cook rice."	Jordan said that she would cook rice.	
Jordan said, "I am going to cook rice."	Jordan said that she was going to cook rice.	
Jordan said, "I can cook rice."	Jordan said that she could cook rice.	
Jordan said, "I may cook rice."	Jordan said that she might cook rice.	
Jordan said, "I must cook rice."	Jordan said that she had to cook rice.	
Jordan said, "I have to cook rice."	Jordan said that she had to cook rice.	
Jordan said, "I should cook rice."	Jordan said that she should cook rice.	These modals do not change when used in reported speech.
Jordan said, "I ought to cook rice."	Jordan said that she ought to cook rice.	
Jordan said, "I might cook rice."	Jordan said that she might cook rice.	
Jordan <u>says</u> , "I cook rice every day."	Jordan <u>says</u> that she cooks rice every day."	When you use the words say, has said, or will say (not said), the verb tense remains the same for both the quoted speech and reported speech
Jordan <u>has said</u> , "I cook rice every day."	Jordan <u>has said</u> that she cooks rice every day."	
Jordan <u>will say</u> , "I cook rice every day."	Jordan <u>will say</u> that she cooks rice every day."	
Jordan said, "Cook rice."	Jordan told me to cook rice.	For commands, use the word told instead of said, and use an <u>infinitive</u> for the main verb.

For help and information on speech marks, click on the following link:

www.bbc.co.uk/learningzone/clips/speech-marks/9122.html

Fact sheet - Level 1

“Speech Marks”

- 1) When a new character first starts to speak:
 - Start a new paragraph.
 - Indent the first line.
 - Open the speech marks “
 - Begin with a capital letter.

- 2) When a character stops speaking:
 - End with a full stop, comma, question mark or exclamation mark, as needed.
 - Then close the speech marks”

Activity:

Copy the following examples, adding the speech marks and punctuation.

- 1) Susan shouted watch out.
- 2) What’s on TV I said.
- 3) Where are you going at lunch she asked.
- 4) What’s the time asked Mark. It’s nine o’clock replied Tom.
- 5) What do you want to do when you grow up asked Miss Bartels. I don’t know replied Ben, I might want to be a pilot.

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Fact sheet - Level 2

“Speech Marks”

- 1) Full stops and commas always go inside speech marks, even inside single quotes.

Examples: *The sign changed from "Walk," to "Don't Walk," to "Walk" again within 30 seconds.*

She said, "Hurry up."

She said, "He said, 'Hurry up.'"

- 2) The placement of question marks with quotes follows logic. If a question is in quotation marks, the question mark should be placed inside the quotation.

Examples: *She asked, "Will you still be my friend?"*

Do you agree with the saying, "All's fair in love and war"?
Here the question is outside the quote.

Note: Only one ending punctuation mark is used with quotation marks. Also, the stronger punctuation mark wins. Therefore, no full-stop after *war* is used.

- 3) When you have a question outside quoted material **AND** inside quoted material, use only one question mark and place it inside the quotation mark.

Example: *Did she say, "May I go?"*

- 4) Use single quotation marks for quotes within quotes. Note that the full-stop goes inside all quote marks.

Example: *He said, "Danea said, 'Do not treat me that way.'"*

- 5) Use quotation marks to set off a direct quotation only.

Examples: *"When will you be here?" he asked.*

He asked when you will be there.

- 6) Do not use quotation marks with quoted material that is more than three lines in length.

- 7) When you are quoting something that has a spelling or grammar mistake or presents material in a confusing way, insert the term *sic* in italics and enclose it in brackets. *Sic* means, "This is the way the original material was."

Example: *She wrote, "I would rather die then [sic] be seen wearing the same outfit as my sister."*

Should be *than*, not then.