



## 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

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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."	<b>Joshua said that he loved eating chocolate ice cream after dinner.</b>

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 <b>cook</b> rice every day."	Jordan said that she <b>cooked</b> rice every day.	
Jordan said, "I <b>am cooking</b> rice."	Jordan said that she <b>was cooking</b> rice.	
Jordan said, "I <b>cooked</b> rice."	Jordan said that she <b>had cooked</b> rice.	The past tense all use had + past participle.
Jordan said, "I <b>have cooked</b> rice."	Jordan said that she <b>had cooked</b> rice.	
Jordan said, "I <b>had cooked</b> rice."	Jordan said that she <b>had cooked</b> rice.	
Jordan said, "I <b>will cook</b> rice."	Jordan said that she <b>would cook</b> rice.	
Jordan said, "I <b>am going to cook</b> rice."	Jordan said that she <b>was going to cook</b> rice.	
Jordan said, "I <b>can cook</b> rice."	Jordan said that she <b>could cook</b> rice.	
Jordan said, "I <b>may cook</b> rice."	Jordan said that she <b>might cook</b> rice.	
Jordan said, "I <b>must cook</b> rice."	Jordan said that she <b>had to cook</b> rice.	
Jordan said, "I <b>have to cook</b> rice."	Jordan said that she <b>had to cook</b> rice.	
Jordan said, "I <b>should cook</b> rice."	Jordan said that she <b>should cook</b> rice.	These modals do not change when used in reported speech.
Jordan said, "I <b>ought to cook</b> rice."	Jordan said that she <b>ought to cook</b> rice.	
Jordan said, "I <b>might cook</b> rice."	Jordan said that she <b>might cook</b> rice.	
Jordan <u>says</u> , "I <b>cook</b> rice every day."	Jordan <u>says</u> that she <b>cooks</b> rice every day."	When you use the words <b>say</b> , <b>has said</b> , or <b>will say</b> (not <b>said</b> ), the verb tense remains the same for both the quoted speech and reported speech
Jordan <u>has said</u> , "I <b>cook</b> rice every day."	Jordan <u>has said</u> that she <b>cooks</b> rice every day."	
Jordan <u>will say</u> , "I <b>cook</b> rice every day."	Jordan <u>will say</u> that she <b>cooks</b> rice every day."	
Jordan said, "Cook rice."	Jordan told me to cook rice.	For commands, use the word <b>told</b> 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](http://www.bbc.co.uk/learningzone/clips/speech-marks/9122.html)

## Fact sheet - Level 1

# “Speech Marks”

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- 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"

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- 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.