

A note to parents: Inverted commas are placed around direct speech to show what a person is saying. Use the guide below to ensure direct speech is set out correctly.

- Direct speech should be placed within inverted commas (either single “ or double “”)
- There should be either a comma, full stop, question mark or exclamation mark before the closing inverted comma.
- If the speech comes after the reported clause, a comma should be used to separate it:

Charlie cried, “Watch out!”

- Capital letters should be used for proper nouns and at the start of new sentences.
- A new speaker should always start on a new line.

For a more detailed presentation on punctuating speech [see here](#).

Be the Teacher

Using Inverted Commas for Direct Speech

Mr Clark is marking the children's work in his class. They have been written using direct speech. Help Mr Clark by circling the mistake(s) in each example below and then write it out correctly.

1. "We're very proud of him", said Jake's parents.

2. "I'm looking for a dragon," said Pete. "Have you seen him"

3. "the only tired I was, was tired of giving in," said Rosa.

4. "What is it?" asked Hansel. "A house made of sweets," Gretel replied.

5. The dentist said "Open wide!"

6. "Mum," cried Cynthia "Is my dinner ready yet?"

7. "that's a horrible song choice, said Simon. Do you have anything else?"

8. I'll take the blue one," said the lady. "Here you go," replied the man.

9. We'll investigate "what happened said the policeman whilst making" notes.

10. First, "put on your safety helmet" said the instructor. Then "tie your harness around your waist.
