

# Punctuating Speech



# Reported Speech vs. Direct Speech

**Reported speech** summarises or paraphrases what has been said. It does not usually directly quote the words spoken, so does not need any special punctuation.

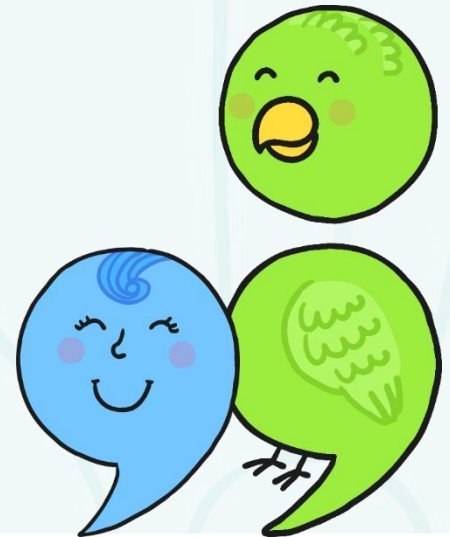
## **For example:**

The goats said that they wanted to eat the green grass on the other side of the bridge.

The troll shouted to the goats to stay on their own side of the stream.

# Reported Speech vs. Direct Speech

When a text uses **direct speech**, some specific punctuation conventions are required to separate what is said from the rest of the text; this enables the reader to follow what is going on.



# Punctuation Inside Inverted Commas

All commas, full stops, question marks and exclamation marks must also be enclosed by inverted commas.

## For example:

“That grass looks delicious,” said the smallest Billy Goat Gruff.

“Hey, goat!” shouted the troll. “You are not allowed to cross my bridge.”

“How can we get to the other side?” asked the Biggest Goat Gruff.

**NOT:** “Get off my bridge “ !” shouted the troll. ❌



# Commas

Commas are another important tool to help the reader separate direct speech from the rest of the text.

Where direct speech **precedes** a **verb**, and does not end in a question mark or exclamation mark, **a comma must be used.**

**For example:**

“We need to get to the other side,” **moaned** the goats.

“Those goats are always disturbing my sleep,” **muttered** the troll.

# Commas

Where the direct speech before a verb ends in a question mark or exclamation mark however, this punctuation **replaces** the comma.

**For example:**

'Who goes there?' shouted the troll. ✓

**NOT:**

'Who goes there?', shouted the troll. ✗



# Commas

Where the direct speech **follows** a **verb**, a comma must be used after the verb to indicate that direct speech is about to begin.

**Note:** in this context, the direct speech must always begin with a capital letter.

## For example:

The smallest Billy Goat Gruff **said**, 'I'll go first.'

The Troll **shouted**, 'Who goes there?'

The biggest Billy Goat Gruff **shouted**, 'Oh no you won't!'



# Punctuation Inside Inverted Commas

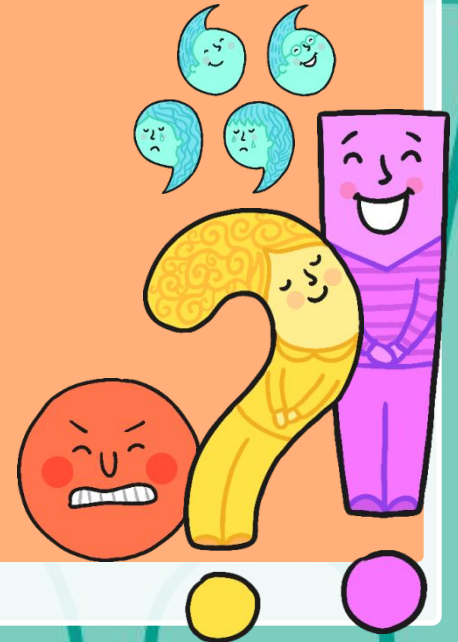
In addition, where the direct speech follows the verb, a full stop, exclamation mark or question mark **must** be used inside the inverted commas to signal the end of the speech.

## For example:

The smallest Billy Goat Gruff **said**, “I’ll go first.”

The Troll **shouted**, “Who goes there?”

The biggest goat **shouted**, “Oh no you won’t!”





Now put the speech marks and correct punctuation in the correct places in these sentences. Write the sentences onto a piece of paper.

1. don't listen to me said Mark.
2. Jack whispered are we safe yet?
3. the manager called bring me that bag!
4. i need another drink gasped Louis.

Check if your answers are correct. Did you remember to include all the correct punctuation in all the correct places>

"Give me the chocolate," said Dan.

Jack whispered, "Are we safe yet?"

The manager called, "Bring me that bag!"

"I need another drink," gasped Louis.