

# Homework and revision

6.3

## Punctuating speech

If you are writing dialogue or quoting someone's exact words, it is important to set the speech out clearly with the correct punctuation.

- 1 Someone has started to make notes around this piece of dialogue from a short story, to help them remember the rules for punctuating speech. Unfortunately the work seems to have been interrupted before any of the notes were completed. Finish each note yourself.

Each new speech begins with

Suddenly I felt a shiver run down my spine. He was back.

You begin a new paragraph every time you

'Get out!' he shouted.

All the words actually spoken are placed inside

'I left my coat behind,' I lied.

'Your coat?'

'Yes.'

'You didn't have a coat.'

'My bag. I meant my bag.'

A speech always has a punctuation mark at the end. It can be a or or or

You also begin a new paragraph when

He walked round to the window, so that all I could see of him was a black shape against the light.

'Now, let's start again, shall we?'

These punctuation marks always come inside the

- 2 Redraft the following extract on a separate sheet so that it is correctly punctuated. Remember the six rules that you have written out for question 1.

It was twenty minutes before the bus pulled up outside the cinema. As I had feared, Jack was already there. You took your time he said sharply. You know it's difficult for me to get away early on Fridays I replied. So what's special about Fridays? You know what's special. We have to cash up for the week and leave things ready for the Saturday shift. For a moment he said nothing, staring over my shoulder as though I didn't exist.