

ENGLISH · GRADES 3–4

# Punctuating Dialogue

How to write what people say

## Five rules to remember

1

### 1. Open and close quotation marks

Quotation marks ("...") go AROUND the words spoken — not the dialogue tag.

*Example: "I'm hungry," said Mia.*

2

### 2. Capital letter at the start

The first word inside quotation marks gets a capital letter.

*Example: Tom shouted, "Wait for me!"*

3

### 3. Comma before the closing mark

If the dialogue tag follows the speech, end the speech with a comma INSIDE the quotation marks.

*Example: "It's raining," she said.*

4

### 4. Question / exclamation marks replace the comma

If the speech is a question or exclamation, use ? or ! instead.

*Example: "Where are you going?" he asked.*

5

### 5. New speaker = new line

Every time the speaker changes, start a new line.

*Example: "Hi," said Anna. \n"Hello," Tom replied.*

## Punctuate these correctly

1. i'm tired said the boy.



2. do you have my book asked the teacher
3. stop right there the police officer shouted
4. the cake she whispered is delicious
5. where are we going now mom asked

