Worksheet 5: Direct Speech

Date: _____

There are two types of speech: direct and reported.

Direct speech	Reported/Indirect speech
Quotes the exact words which have been spoken.	Reports a summary of what a person has said – has the same meaning but doesn't necessarily use the same words .
Usually in the present tense.	In the past tense.
Inverted commas are placed around what the speaker says.	Doesn't use speech marks.

" Speech marks or Inverted Commas "

They are used to show when someone is speaking.

Although it may look complicated, by following just a few simple rules you can become an expert at punctuating direct speech!

"Come here!"

⬇

spoken words   reporting clause

"Come here!" Isa called to her friend.

punctuation

➤ Punctuation Rules

1. **<u>Reporting clause at the end</u>:** Place " " around the spoken words. Begin the spoken words with a capital letter. Place an ending mark inside closing quotation marks if the reporting clause comes at the end. This could be a comma, exclamation mark or question mark.

opening inverted commas   spoken words   closing inverted commas

"Let's get a closer look," Isa suggested.

capital letter   comma   reporting clause   full stop
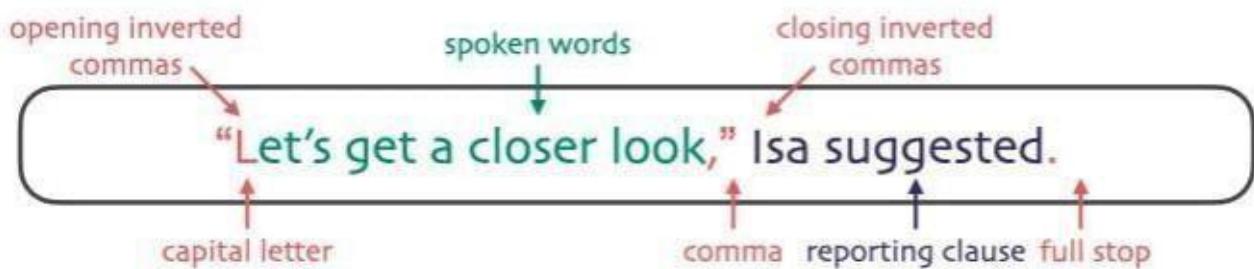
Example:

"Peter and Esteban are joining us," Mike said.

"When will we be back?" Ray asked.

"Hooray!" said Debbi.

2. **<u>Reporting clause at the beginning</u>:** Place " " around the spoken words. Place a comma after the reporting clause. Begin the spoken words with a capital letter. Place an ending mark inside closing quotation marks if the reporting clause comes at the beginning. This could be an exclamation mark, question mark or full stop.

opening inverted commas   spoken words   closing inverted commas

Isa suggested, "Let's get a closer look."

reporting clause   comma   capital letter   full stop
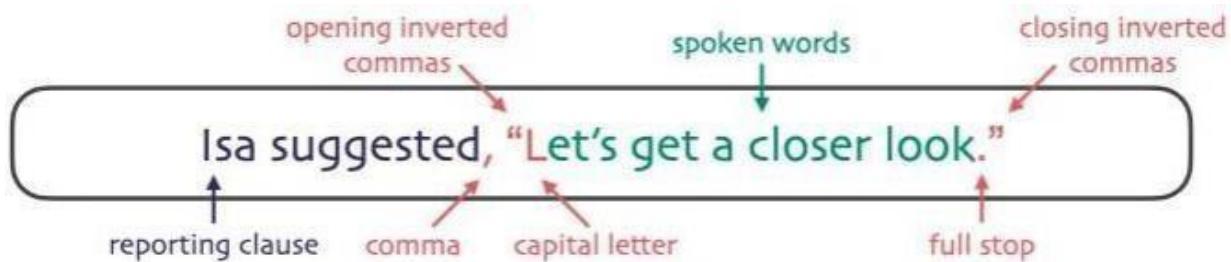
3. **Reporting clause in the middle:**
   a. Place " " around the spoken words. Begin the spoken words with a capital letter. Place an ending mark inside closing quotation marks. This could be a comma, exclamation mark or question mark. Place a full stop before the second part of the quotation if the speech is complete.

   Example:

   "I am overjoyed to see you," announced Mary. "I haven't seen you for a while!"

   b. Place " " around the spoken words. Begin the spoken words with a capital letter. Place an ending mark inside closing quotation marks. This could be a comma, exclamation mark or question mark. Place a comma before the second part of the quotation if the speech is not complete.

   "If we follow the tunnel," Isa suggested, "we'll get a closer look."

1. Read and rewrite each sentence and add quotation marks where they are needed. Replace the word said in each sentence with a suitable powerful synonym.

a. What should we do about our science project? Mark said.

b. Dan said, I think we should make a model of an early spacecraft.

c. That's a good idea, said Egan. Let's make a plan.

d. I will do the research, said Ben, if Dan and Mark gather the materials.

e. I agree, Ben, Mark said. I'd be glad to work with Dan.

f. We can meet at my house and get started, said Egan.

g. I'll bring some of my mom's brownies, said Dan, if you'd like me to.

h. I'm allergic to chocolate, said Egan.

i. That's no problem, said Dan I'll bring some fig bars, too.

j. Let's do it, they said.

In direct speech, punctuation is very important, but there are two other

rules that must also be applied when writing a dialogue:
- Use a new line for a new speaker.
- Don't use 'said' too often.

Other Words for 'Said'

2. Rewrite this passage of dialogue with these two rules in mind. The punctuation has been done for you, so make sure you copy it accurately.

"My hen has laid an egg," said Xander, in delight. "Is that the first one?" said Mali. "No. We bought four, but the black one is mine," said Xander, proudly. "She's the best!" "You could sell the eggs," said Mali, getting excited, "and make millions." "I think I might need more than one hen," said Xander, with a grin.

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