



Revision Guides

Quotation Marks



Introduction	3
Rules..	4
With Other	5
Punctuation Marks	
Tips	6

Introduction..

Quotation marks are used mainly to enclose or set off exact words.

They are used to indicate a person's exact written or spoken words, and in certain situations they are also used to set off words, phrases, or specific types of titles.

When using quotation marks, certain rules apply regarding punctuation and capitalization.

Rule...

Use quotation marks to ..

- **enclose direct quotations to indicate words used ironically, with reservations, or in some unusual way.**
- **to set off words used as word**
- **around the titles of newspaper and magazine articles, poems, essays, short stories, songs, episodes of television and radio programs, and chapters or subdivisions of books.**

With other Punctuation Marks..

Commas and periods always go inside the quotation marks, and colons and semicolons (dashes as well) go outside.

Question marks and exclamation points have their own rules. If they apply to the quoted material, they go within the quotation marks. If they apply to the whole sentence, they go outside it.

Tips -

Semicolons, colons, and dashes always go outside the closing quotation mark.

Periods and commas always go inside the closing quotation mark (in American English).

Question marks and exclamation points require you to think about the sentence a little to determine where they go.



Call us: (812) 429-1222
Text us: (812) 250-8724
Email us: admin@litcenter.org

The Literacy Center
3411A N 1st Avenue
Evansville, IN 47710

The Literacy Center is a 501(c)(3) non-profit organization dedicated to improving adult literacy and education, thereby strengthening our community.