**WORKSHEET 2 Using Quotation Marks**

**Exercise A**

Add capital letters, periods, question marks, commas, and quotation marks where they are needed for the direct quotations in the following sentences.

**EXAMPLE 1. “** let’s talk to the superintendent of our building **,”** Mandy said to Brenda.

**1.** We would like to plant a roof garden Mandy said.

**2.** That sounds like a good idea the superintendent replied.

**3.** Brenda asked could we use a small section of the roof on the south side

**4.** Aretha added we really wouldn’t need too much space

**5.** I’m certain something could be arranged commented the superintendent.

**6.** Then he added what are you planning to grow

**7.** We were thinking of growing tomatoes, lettuce, strawberries, and daisies Mandy replied.

**8.** Brenda said I was planning also to set aside a tiny section for herbs

**9.** I’ll help you block off a small section this afternoon the superintendent responded.

**10.** The friends cheerfully replied oh, thank you very much

**Exercise B**

Add punctuation marks and capital letters where they are needed in the following sentences.

**EXAMPLE 1.** Arlena asked**, “** has anyone seen Coach Terada?**”**

**1.** Where’s Arlena asked Coach Terada. I want to congratulate her.

**2.** Here I am! shouted Arlena.

**3.** Congratulations, Arlena! exclaimed the coach. I knew you would win!

**4.** Arlena asked how did you know?

**5.** The coach explained you have all of the qualities of a champion.

**6.** What do you mean Arlena asked.

**7.** Well, you’re an extremely talented tennis player said Coach Terada but perhaps even more important is that you have a great deal of determination and persistence.

**8.** Well, I will admit said Arlena that I do practice hard every day.

**9.** I know you do said the coach. I’m very proud of you, Arlena.

**10.** Thanks, Coach Arlena said.

**WORKSHEET 3 Using Quotation Marks**

**Exercise A**

Add commas and quotation marks where they are needed in the following sentences.

**EXAMPLE 1. “**I wonder**,”** Jenny said**, “**when the tickets for the concert will go on sale.**”**

**1.** Louis Braille was a teacher in France who created the Braille writing system, said Ms. O’Hara.

**2.** The caption says, A Bhutanese monastery, or *dzong*, Tess reported.

**3.** Carmen said This week I am reading *Fifth Chinese Daughter* by Jade Snow Wong.

**4.** Have a look at the article called Saving Our Parks in last Sunday’s paper.

**5.** Trust me the scout whispered and I’ll lead you safely out of this cavern.

**6.** In this region of Ireland said Mr. O’Hare we grow potatoes, oats, and wheat.

**7.** Julia said I think I would have liked traveling in a covered wagon.

**8.** Can you explain the title of Amy Tan’s story Fish Cheeks?

**9.** My dad said, In chess, knights are the only pieces that can jump over pieces in their path, Bill explained.

**10.** Mr. Hill continued, Fold the paper in half. Then, fold it in half again. Take the scissors and cut a triangle out of the folded corner. Then, unfold the paper.

**Exercise B**

Add commas and quotation marks where they are needed in the following dialogue. Insert the paragraph sign (¶) to show where the speaker changes and a new paragraph should begin.

**EXAMPLE** ¶ Cheryl said to Racquel**, “**The first issue of the school newspaper will be printed on Friday.**”**

Racquel, have you developed the photographs for the school paper yet? asked Cheryl. We need them by noon. “Yes said Racquel. I took them to Mrs. Ortega’s office. Cheryl inquired “How did they turn out? Was the lighting good enough? I had some difficulty with the three shots I took at night Racquel responded, but the rest are pretty sharp. That’s great! said Cheryl. After all our hard work, I almost can’t wait to see the first issue of the paper.

**Exercise B**

Add punctuation marks where they are needed in the following sentences.

**EXAMPLE 1.** Han asked**, “** In Norse mythology, is Odin the name of the chief god**?”**

**1.** Your resistance to my plan he said is understandable.

**2.** I’m so eager to go to Florida she said that I can hardly wait.

**3.** Ms. Beame asked Is Mount Aconcagua the highest peak in the Andes?

**4.** This summer we are going on vacation to the mountain states. First, we’re driving to Colorado to see Pikes Peak and Mount Elbert. Then, we’re going to see the Teton Range, and, finally, we’re camping at Yellowstone National Park, Corey told us.

**5.** Cindy asked, Do you know the words to that song that starts, You’ve got to walk that lonesome valley?

**6.** What I want to know she said is how you want to celebrate your birthday.

**7.** Did Mr. Parks receive the Congressional Medal of Honor she asked.

**8.** You studied hard he said and that’s why you did so well

**9.** Where did you find the article Raising Ladybugs, Ramon? asked Mr. Jones.

**10.** The chapter called Proper Nutrition and You, has an excellent illustration of the food pyramid.

**Exercise C**

Add the commas, quotation marks, and capital letters needed in the following dialogue. Insert the paragraph sign (¶) to show where each new paragraph should begin.

**EXAMPLE** ¶ **“** you’re supposed to be in your bed asleep**,”** said Charlotte’s mother. Mom said

Charlotte plaintively I’m certain I heard a noise like the opening of a spaceship’s air lock. well, that’s quite an imagination you have, Charlotte her mother replied. I think it’s in the back yard the girl continued. that’s just fine murmured the girl’s mother. The young girl’s voice sank to a frightened whisper as she said please, Mom, we’ve got to do something. They’re coming out. They’ve turned on their ray guns. I think they’re Martians. Quick! lock the door! aren’t you listening, Mom? I can’t hear what you’re saying her mother responded. How can you just sit there at a time like this? the girl shouted. Wearily, Charlotte’s mother said, just a minute, dear, I must see who’s at our front door. No, Mom, don’t! Charlotte screamed as she suddenly awoke and sat up in her bed.

**Exercise D**

On the lines provided, use the abbreviations *DQ* or *IQ* to identify each of the following sentences as a direct quotation or an indirect quotation. Then, add quotation marks where they are needed, and circle letters that should be capitalized.

**EXAMPLE 1.** Mrs. Jennings asked, **“**do you think you can babysit Todd Saturday night?**”**

\_\_\_\_\_\_\_\_\_ **1.** I told her that I had another job baby-sitting another child that night.

\_\_\_\_\_\_\_\_\_ **2.** When I got home, my father said, Mr. Lambert called to say that little Leslie has a cold, so you won’t be sitting with her this Saturday.

\_\_\_\_\_\_\_\_\_ **3.** Hello, Mrs. Jennings, I said. have you found another sitter for Saturday night?

\_\_\_\_\_\_\_\_\_ **4.** I had often said that Todd was an enjoyable child.

\_\_\_\_\_\_\_\_\_ **5.** She exclaimed, oh, I’m so glad you called! We could not find anyone else who could work Saturday.