

Inverted commas

What are inverted commas?

Inverted commas (speech marks) are used in writing to show the exact words that someone has said. This is called direct speech.

<u>How to use inverted commas</u>	<u>Example</u>
Punctuation always comes inside the inverted commas. Use a comma before the reporting clause. Speech must always start with a capital letter.	"You look just like me," Tom mumbled.
The reporting clause can also come before the direct speech.	Tom mumbled, "You look just like me."
The comma can be replaced with an exclamation mark.	"Let me in!" Rebecca shrieked.
This example is not as common since the exclamation is probably more effective at the beginning.	Rebecca shrieked, "Let me in!"
The comma can also be replaced by a question mark.	"Why are you here?" Alfred asked.
Again, the reporting clause can come before the speech.	Alfred asked, "Why are you here?"
When the spoken sentence is interrupted, a comma is needed before the reporting clause and another after, before continuing the speech. Note: 'that' requires a lower case letter as the spoken sentence is continuing.	"I do hope," said Alice politely, "that you have a wonderful time."
When the reporting clause splits two separate sentences, a full stop and a capital letter are used.	"I hate it here," she breathed. "I just want to go home."



Reported Speech

When you write down what someone is saying using inverted commas, it is called direct speech; however, you can also write what they said in your own words. This is called reported or indirect speech. In reported speech, you do not use inverted commas. Usually, you use the word 'that' in reported speech.

E.g *"I have always wanted to visit Europe," said Ellie.*

Ellie said that she had always wanted to visit Europe.

Said

Try not to overuse 'said'. There are a number of different verbs of saying that you could choose instead:

mutter	whisper	reply
declare	cry	shout
exclaim	command	repeat
mumble	interrupt	order

Try using an adverb to modify your verb of saying to give your writing more detail.

New Speaker, New Line

Remember, when you are using speech in writing, every time a new speaker starts, you must start a new line.

