

Speech

In writing, we use two types of speech: direct speech and indirect speech.

Direct speech

Inverted commas are used to show the direct words that someone has spoken.

E.g "What are you doing?" asked Billy.

"I am very disappointed," said mum.



Indirect speech (reported speech)

Reported speech shows what someone said without quoting their exact words; therefore, inverted commas are not required.

E.g Alice said that she was desperate to climb the mountain.

Mum said that she was very disappointed.

Punctuating direct speech

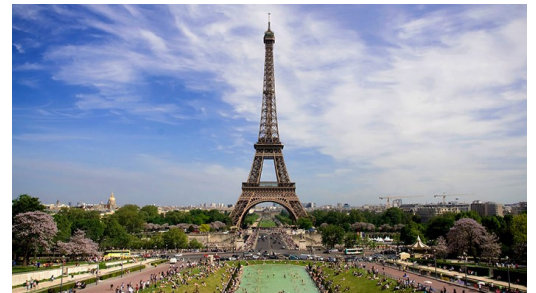
When punctuating direct speech, all commas, full stops, question marks and exclamation marks must be inside the inverted commas. Direct speech must also begin with a capital letter.

Where speech comes before a verb, a comma must be used if a question mark or exclamation mark isn't required.

E.g "I visited France in the summer holidays," **announced** Fred.

Direct speech can also follow the verb. A comma must be used after the verb to indicate that the direct speech is about to begin. Speech must still begin with a capital letter and in this case, it ends with a full stop.

E.g Fred **announced**, "I visited France in the summer holidays."



Split Speech (UKS2)

If the direct speech is one sentence split by information about who is speaking, a comma ends the first part of speech and comes before the second part begins. A capital letter is not required for the second part of speech.

E.g "Well," announced Tim, "what are you waiting for?"

If the speech is two sentences split by information about who is speaking, a full stop is used before the second sentence instead of a comma.

E.g "This is fantastic," cried Sam. "Can we do it again?"

New Speaker, New Line

If a passage in a text contains direct speech from more than one person, a new line must be required for each speaker. This makes it easier for the reader to follow.

E.g "Please can I borrow a pencil crayon?" asked Izzy.

"Yes, sure," replied Tom. "Which colour would you like?"

"Blue please," replied Izzy.

