Punctuating Direct Quotes

(This column contains examples of different kinds of sentences, ways to indicate *the exact words* spoken or written by someone. You will notice that there are specific positions where punctuation marks are *placed* relative to each other.)	**Look at the examples on the other side and pay attention to exactly <u>which</u> punctuation mark is used exactly <u>where</u> in the quoted speech. <u>Circle</u> quotation marks, commas, periods, exclamation points, and question marks.** **Also <u>circle</u> capital letters.** **Then determine the rule that applies in each case.**
A single statement, undivided: **"**I have always loved you**,** and I always will**,"** John said to Mary**.** OR John said to Mary**, "**I have always loved you**,** and I always will**."**	
A single statement, divided: **"**I have always loved you**,"** John said to Mary**, "**and I always will**."**	
Two complete statements from the same speaker, undivided: **"**I have always loved you**,** and I always will**.** You are the light of my life**,"** John said to Mary**.** OR John said to Mary**, "**I have always loved you**,** and I always will**.** You are the light of my life**."**	
Two statements from the same speaker, divided: **"**I have always loved you**,** and I always will**,"** John said to Mary**. "**You are the light of my life**."**	

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A question, undivided: **“**What exactly do you want me to say**?”** asked Mary**.** **OR** Mary asked, **“**What exactly do you want me to say**?”**	
An exclamation, undivided: **“**Get out of here before I lose my temper**!”** Mary screamed**.** **OR** Mary screamed, **“**Get out of here before I lose my temper**!”**	
A question or exclamation, divided: **“**What exactly**,”** asked Mary**, “**do you want me to say**?”** **“**Get out of here**,”** screamed Mary**, “**before I lose my temper**!”**	
Two complete statements from the same speaker, the last of which is a question or exclamation, undivided: **“**What exactly do you want me to say**?** Get out of here before I lose my temper**!”** screamed Mary**.**	
Two complete statements from the same speaker, the last of which is a question or exclamation, divided: **“**What exactly do you want me to say**?”** asked Mary**. “**Get out of here before I lose my temper**!”**	