

# Fast Five

Are these examples of reported speech ? Yes or No

1. Mrs Moores asked that the class were quiet.
2. “ That’s my dog !” announced Mr Smith.
3. The boy had asked if it was ok to go outside now.
4. The manager commented that the shop would be open soon.
5. “ Thats just the way I like to do things “ said Mrs May.

# Fast Five Answers

Are these examples of reported speech ? Yes or No

1. Mrs Moores asked that the class were quiet. **YES**
2. “ That’s my dog !” announced Mr Smith. **NO**
3. The boy had asked if it was ok to go outside now. **YES**
4. The manager commented that the shop would be open soon. **YES**
5. “ Thats just the way I like to do things “ said Mrs May. **NO**

# Informal quotes

Today we will be looking at :

- Reviewing rules for using inverted commas
- Creating informal quotes

**Informal quotes use direct speech - exactly what the person has said.**

When a text uses **direct speech**, some specific punctuation conventions are required to separate what is said from the rest of the text; this enables the reader to follow what is going on.

The most important rule in punctuating direct speech is that all words spoken must be enclosed by inverted commas.

# Punctuating Speech

All commas, full stops, question marks and exclamation marks must be enclosed by inverted commas.

## **For example:**

“That grass looks delicious,” said the smallest Billy Goat Gruff.

“Hey, goat!” shouted the troll. “You are not allowed to cross my bridge!”

“How can we get to the other side?” asked the Biggest Goat Gruff.

**NOT:** “Get off my bridge” !   shouted the troll.

# Using commas in speech

Commas are another important tool to help the reader separate direct speech from the rest of the text.

Where direct speech **precedes** a **verb**, and does not end in a question mark or exclamation mark, **a comma must be used**.

**For example:**

“We need to get to the other side,” **moaned** the goats.

“Those goats are always disturbing my sleep,” **muttered** the troll.

# Question marks and exclamation marks

Where the direct speech before a verb ends in a question mark or exclamation mark however, this punctuation **replaces** the comma.

**For example:**

“Who goes there ?” shouted the troll.

**NOT:**

“Who goes there ?,” shouted the troll.

# Commas

Where the direct speech **follows** a **verb**, a comma must be used after the verb to indicate that direct speech is about to begin.

Note: in this context, the direct speech must always begin with a capital letter.

## **For example:**

The smallest Billy Goat Gruff **said**, “I’ll go first”

The Troll **shouted**, “Who goes there?”

The biggest Billy Goat Gruff **shouted**, “Oh no you won’t”



# Breaks in the speech

If the direct speech is **one** sentence broken up by information about who is speaking, you need a **comma** (or a question mark or exclamation mark) to end the first piece of speech and **another comma before the concluding part of the sentence** (before the inverted comma or commas).

## For example:

‘I’m light and quiet,” said the smallest Billy Goat Gruff, “so I’ll go first.”

In this context, use a **lower case letter** to start the second part of the direct speech.

# New speaker, new line

If the direct speech in a text involves more than one speaker, a new line must be used for each new speaker. This helps the reader to follow what is being said.

## **For example:**

“We can’t let him win! He’s just a grumpy troll!” exclaimed the smallest Billy Goat Gruff.

“You’re right,” agreed the biggest Billy Goat Gruff.

The medium-sized Billy Goat Gruff said, “So what shall we do?”

**Locate the inverted commas and the words being spoken.**

“So,” Emperor Palpatine said, his eyes glinting from the shadows beneath the peak of his hood. “It is as I suspected. Moff Glovstoak is a traitor.”

“He’s at least an embezzler, my lord,” Mara said. “I don’t yet know whether or not he’s committed actual treason.”

“I consider theft of Imperial funds to be treason,” the Emperor countered. “Your part in this is now ended, my child—others will carry on from here. You have done well.”

“Thank you,” Mara said, feeling the warmth of his approval flow through her. “Then unless there’s something more urgent pending, I’d like permission to do an investigation of the six artworks I found in Glovstoak’s safe. The ones I examined appear to be from a batch of ten that were stolen from a gallery five years ago during an attack on a Rebel cell on Krintrino.”

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# Informal quotes

- Report exactly what the person has said
- Will use contractions such as couldn't and can't as they are informal

Eg

“ You can't just leave this penguin here!” screamed Mrs Moores.

“ If you ask me, he is just a naughty boy who deserves to be locked up”  
commented Mr Ralph.