

TABE
ELA-E
PAXEN

Unit-2
Punctuation, Capitalization, and
Spelling

Lesson-15
Commas and Quotations

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ELA-E-15 Commas and Quotations

Lesson 15

Commas and Quotation Marks

3.L.2.c — High

Quotation marks (“ ”) are punctuation marks that enclose the exact words that people say or write. Because quotation marks show when a quote begins and ends, they always come in pairs.

Other punctuation marks are needed with quotation marks, too. When you use quotation marks in your writing, it is important to follow these rules.

- If a quote is a complete sentence, use a capital letter at the beginning of the sentence. If a quote is a sentence fragment, do not begin the quotation with a capital letter. Periods should go inside the closing quotation marks.

Examples My niece said, “Megan starts her new job today.” (complete sentence)

My aunt said that Megan’s new job provides “opportunity for growth.” (fragment)

- Use a comma to separate the quotation from the words that identify the speaker.

Examples My niece said, “I am happy with my current job.” (The speaker is identified before the quotation, so a comma is used between *said* and the quotation.)

“The people at my office are really great, and the benefits are good,” said my niece. (The speaker is identified after the quotation, so a comma is used between the quotation and *said*.)

“My only complaint,” my niece continued, “is that the building isn’t on a bus route.” (The speaker is identified in the middle of the quotation, so two commas are used. The second part of the quotation does not begin with a capital letter.)

- If question marks or exclamation points are part of the quote, put them inside the quotation marks. If they are not part of the quote, put them outside of the quotation marks.

Examples I asked, “Megan, did your first day go well?” (part of the quote)

Did you see my text, “Good luck on your first day”? (not part of the quote)

Test Example

1. Which sentence is written correctly?
 - A. “I don’t believe it! I yelled.
 - B. Come back soon,” I said on the phone.
 - C. The waiter said “You can have soup or a salad.”
 - D. Lara said, “We should go shopping.”
- D. This option correctly includes quotation marks around what Lara said and uses a comma to set off the phrase that introduces the quotation.

Strategy

When looking for test answers that are punctuated correctly, remember to look for commas as well as the quotation marks and end punctuation.

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Practice

- 1 Which sentence is written correctly?
- A. "I could really use help with this", I pointed out.
 - B. Saul high-fived his teammates and said, "Great game!"
 - C. "Can I come with you," Amy asked us?
 - D. "We should take the kids to the playground" suggested Jill.
- 2 Which sentence is written correctly?
- A. The police officer said, "be careful crossing that street."
 - B. "But I want the toy" said the child in the store.
 - C. "I like Mexican food the best," I claimed.
 - D. Stacy wondered "How many people will show up for the meeting?"
- 3 Read the sentence.
The coach yelled, "Throw the _____
- Which of the following correctly completes the sentence?
- A. ball!
 - B. ball."
 - C. ball,"
 - D. ball!"
- 4 Read the sentence.
"Could you watch the kids while I run to the _____ she inquired.
- Which punctuation correctly completes the sentence?
- A. store?"
 - B. store,"
 - C. store."
 - D. store,?"
- 5 Read the sentence.
The doctor _____ "How long have you felt sick?"
- Which of the following correctly completes the sentence?
- A. asked?
 - B. asked,
 - C. asked"
 - D. asked.
- 6 Read the sentence.
"You should leave early to avoid _____ suggested my friend.
- Which of the following correctly completes the sentence?
- A. traffic?"
 - B. traffic."
 - C. traffic,"
 - D. traffic,
- 7 Read the sentence.
Our host asked _____ wants pie?"
- Which punctuation correctly completes the sentence?
- A. us! "Who
 - B. us. "Who
 - C. us "Who
 - D. us, "Who
- 8 Read the sentence.
"Do you mind _____ Ray asked me.
- Which punctuation correctly completes the sentence?
- A. driving,"
 - B. driving?"
 - C. driving."
 - D. driving!"

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Practice 15

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3.L.2.c – High

- 1 Which sentence is written correctly?
- A. Tevin said, "We should get more up-to-date software."
 - B. "Please show me how to print this document, Amy asked."
 - C. "Emily wondered," How many people will apply for the job?
 - D. "You should take Mr. Tabo's advice, said Luna."

- 2 Which sentence is written correctly?
- A. "Do you work at the library" I asked Miguel.
 - B. My aunt told me that my volunteer experience "could be useful.
 - C. "These instructions are complicated," William complained.
 - D. "Security guards have special training", Chita said."

- 3 Read the sentence.
- _____ you follow the directions on the map?"
- Which of the following correctly completes the sentence?
- A. Jean "I asked," did
 - B. Jean" I asked, "did"
 - C. "Jean," I asked, "did
 - D. "Jean I asked" did

- 4 Read the sentence.
- "Ms. _____ you like more training in word processing?"
- Which of the following correctly completes the sentence?
- A. Rhys, asked Sanjay, would"
 - B. Rhys, "asked Sanjay, would
 - C. Rhys, "asked Sanjay," would
 - D. Rhys," asked Sanjay, "would

- 5 Read the sentence.
- "We completed the _____ Roy told his boss.

Which of the following correctly completes the sentence?

- A. "assignment"
- B. assignment,"
- C. assignment?"
- D. assignment"

- 6 Read the sentence.
- "I want to learn how to cook for my _____ Deion said.

Which of the following correctly completes the sentence?

- A. family," B. family"
- C. "family, D. "family"

- 7 Read the sentence.
- "Where did Enola learn to speak _____ wondered.

Which of the following correctly completes the sentence?

- A. French Rosario,"
- B. French, Rosario"
- C. French Rosario?"
- D. French?" Rosario

- 8 Read the sentence.
- "Be careful when you drive on the _____ warned.

Which of the following correctly completes the sentence?

- A. freeway," Hana
- B. "freeway," Hana
- C. "freeway Hana
- D. freeway, Hana"

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- 9 Which sentence is written correctly?
- A. "Please read this memo," Mr. Hall told the staff.
 - B. "Please read this memo Mr. Hall told the staff."
 - C. "Please read this memo, Mr. Hall" told the staff.
 - D. Please read this memo, "Mr. Hall told the staff."

- 10 Which sentence is written correctly?
- A. "Do you like the people in your workspace"? I asked.
 - B. "How late is the library open?" Jin asked.
 - C. My brother said, I want to learn typing."
 - D. The bank is open on Saturday, "Eduardo said."

- 11 Read the sentence.
Emiliano said, "I enjoyed working in the community garden _____
- Which of the following correctly completes the sentence?
- A. today"
 - B. today".
 - C. today."
 - D. today.

- 12 Read the sentence.
"I got my driver's _____ exclaimed Amala.
- Which of the following correctly completes the sentence?
- A. license!"
 - B. "license"
 - C. license!
 - D. "license

- 13 Read the sentence.
"Shannon, you are hired for the _____ said Lee.

Which of the following correctly completes the sentence?

- A. "job
- B. job?"
- C. "job"?
- D. job,"

- 14 Read the sentence.
"What bus should I take to get _____ Claudia asked.

Which of the following correctly completes the sentence?

- A. downtown?
- B. downtown?"
- C. downtown"?
- D. "downtown?"

- 15 Read the sentence.
"I will text when I _____ he promised his uncle.

Which of the following correctly completes the sentence?

- A. "arrive,
- B. arrive
- C. arrive,"
- D. "arrive,"

- 16 Read the sentence.
Darla _____ "The office supplies are in the cabinet."

Which of the following correctly completes the sentence?

- A. said
- B. said.
- C. "said"
- D. said,

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(3.L.2.c)

1. B. The sentence uses a comma between the introduction and the quotation, and the exclamation point is correctly within the last quotation mark.
2. C. A comma separates the quotation from the phrase identifying the speaker and is within the quotation marks.
3. D. Both an exclamation point and ending quotation marks are needed.
4. A. A question mark and quotation marks are needed.
5. B. A comma is needed after the word *asked* to introduce the quotation.
6. C. A comma and quotation marks are needed after the word *traffic*.
7. D. A comma is needed after the word *asked* to introduce the quotation.
8. B. A question mark and quotation marks are needed.

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Practice 15

Commas and Quotation Marks

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(3.L.2.c)

1. A. The speaker is identified before the quotation, so a comma is used between *said* and the quotation.
2. C. The speaker is identified after the quotation, so a comma is used between the quotation and *William*.
3. C. The speaker is identified in the middle of the quotation, so two commas are used—after the first part of the quotation and after *asked*. The second part of the quotation does not begin with a capital letter.
4. D. The speaker is identified in the middle of the quotation, so two commas are used—after the first part of the quotation and after *Sanjay*. The second part of the quotation does not begin with a capital letter.
5. B. The speaker is identified after the quotation, so a comma is used between the quotation and *Roy*.
6. A. The speaker is identified after the quotation, so a comma is used between the quotation and *Deion*.
7. D. The question is part of the quote, so the question mark should be inside the quotation marks.
8. A. The speaker is identified after the quotation, so a comma is used between the quotation and *Hana*.
9. A. The speaker is identified after the quotation, so a comma is used between the quotation and *Mr. Hall*.
10. B. The question is part of the quote, so the question mark should be inside the quotation marks.
11. C. Periods go inside closing quotation marks.
12. A. The exclamation is part of the quote, so the exclamation point should be inside the quotation marks.
13. D. The speaker is identified after the quotation, so a comma is used between the quotation and *said*.
14. B. The question is part of the quote, so the question mark should be inside the quotation marks.
15. C. The speaker is identified after the quotation, so a comma is used between the quotation and *he*.
16. D. The speaker is identified before the quotation, so a comma is used between *said* and the quotation.