

# Direct Speech Punctuation

## Spoken words **after** the saying verb

1. Use a **comma** to separate the spoken words from the **saying verb**.
2. Put spoken words in **quotation marks**.
3. Spoken words begin with a **capital letter**.
4. End your sentence with a **full stop**. (Place inside the speech marks!)

Mom **said**, **“He can help you.”**

clause containing **saying verb**                      spoken words

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## Spoken words **before** the saying verb

1. Put spoken words in **quotation marks**.
2. Spoken words begin with a **capital letter**.
3. Use a **comma** to separate the spoken words from the **saying verb**. (Place inside the speech marks!)
4. End your sentence with a **full stop**.

① ② “He can help you,” ③ said Mom. ④

spoken words

clause containing **saying verb**