

NAME _____

DATE _____

Period _____

Quotations

Study the following quotations. Then trace over each quotation mark, comma, period, question mark, exclamation mark, and capital letter in color.

Speaker after quotation: "I have a question," he said.

Speaker before quotation: She replied, "Go ahead."

With question mark: "Why does an elephant have wrinkles?" he asked.

With exclamation mark: "It's hard to iron an elephant!" she retorted.

One sentence divided: "That," sighed he, "is not very funny."

Two sentences divided: "You're wrong," she laughed. "It's hilarious."



Use quotation marks (" ") to show the exact words of a speaker.

Write each quotation using capital letters and punctuation correctly.

EXAMPLE: I threw the clock so I could see time fly said Dotty.

Use the lines to rewrite each sentence with correct punctuation

"I threw the clock so I could see time fly," said Dotty.

1. Meet me at the corner said the wall to the ceiling

2. The elevator sighed life has its ups and downs

3. How do you know it is raining cats and dogs asked Fern

4. Because I just stepped in a poodle exclaimed LaVerne.

5. Which hand do you write with Willy inquired

6. I do not write with my hand said Nilly I write with a pencil

7. Welcome to our pet shop said the man we are pet specialists

8. This dog he said is just what you want

9. It will eat anything he added and is especially fond of children

Abbreviations

Compare the two messages. Circle the shortened forms of words in the second message. The first one is done for you.

Mister Mercado will arrive on Wednesday, April 7, at 1:15 in the afternoon.

Arrival: Mr. Mercado, Wed., Apr. 7, 1:15 P.M.



An **abbreviation** is a shortened form of a word. It may begin with a capital letter and end with a period. An **initial** is the first letter of a name. It is written with a capital letter and followed by a period.

A. Write each group of words correctly. Use capital letters and periods.

EXAMPLE: sun, aug 10 Sun., Aug. 10

1. mrs elena d jones _____
2. 16 birch st _____
3. dr kim clayton, jr _____
4. tues, 10:30 am _____
5. mr h r barker, sr _____
6. ms wanda l brooks _____
7. wed, nov 15 _____
8. 9:30 pm, thurs, feb 11 _____

B. Write each message. Make the abbreviations and initials correct.

EXAMPLE: meeting place: rte 111 and Thorn dr
meeting place: Rte. 111 and Thorn Dr.

9. 3:30 pm: appointment with dr Lukas

10. Book Fair: mon through wed, 10 am to 4 pm

11. sat, mar 3, 1:30 pm: help mrs Riley
