

## Punctuation: Quotation marks “ ”

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Quotation marks (called *inverted commas* or *conversation marks*) are added at the beginning and end of a passage or words to:

- **Show a quote within a quote**

For example:

Smith (1997) indicates that “Boag (1993) said, ‘Punctuation is a pain.’”.

- **Indicate what a person has said in direct speech**

For example,

I said, “Stay where you are.”

Note how the punctuation appears *inside* the quotation marks when the quote is a sentence.

In the following example the punctuation at the end is different.

Eg “Buy two coffees,” ordered John.

In this case, finish writing the quoted sentence with a comma (,), exclamation mark (!) or question mark (?) but **not with a full stop**.

### **Inverted commas are not used for indirect speech**

Indirect speech reports something said in the past. Unlike direct speech, it may not use a person’s exact words. For example,

Indirect speech      The sergeant asked if they could swap rosters.

Direct speech        The sergeant asked, “Can you swap rosters?”

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