

Mastering Speech Marks with Max the Monkey

Learning objective: To correctly use inverted commas (speech marks) to punctuate direct speech in Year 4 English.

Read each flashcard carefully to learn the rules for using speech marks. Max the Monkey has provided examples to help you solve the puzzle of where to place your punctuation!

What are the marks called that show someone is speaking?

Inverted commas (or speech marks).

Where do we place speech marks in a sentence?

You place them before the first spoken word and after the final punctuation of the speech.

Max says: 'I love maths puzzles.' Where does the full stop go?

Inside the speech marks: 'I love maths puzzles.'

If a character asks a question, where does the question mark go?

Inside the speech marks: 'Where is my banana?' asked Max.

What is a reporting clause?

A phrase that tells us who is speaking, such as 'said Max' or 'cried Pip'.

If the speech comes first, what punctuation mark separates it from the reporting clause?

A comma (inside the speech marks). Example: 'Hello,' said Pip.

Does a new speaker need a new line in a story?

Yes, every time a new person speaks, you must start a new paragraph.

Fix this sentence: Pip said I like reading.

Pip said, 'I like reading.'

Fix this sentence: Nova asked can we see the stars?

Nova asked, 'Can we see the stars?'

Should you use a capital letter at the start of spoken words?

Yes, always use a capital letter for the first word inside the speech marks.

What punctuation do you use if someone is shouting or excited?

An exclamation mark inside the speech marks: 'Look at that!' shouted Max.

If the reporting clause comes first, what mark follows it?

A comma: Max shouted, 'I have found the answer!'