

# How to Use Quotation Marks

## DIRECT QUOTATIONS



- A direct quote is the exact words taken from an original source and used into your own piece of writing.
- Quotation marks are often used in pairs. Do not start a quotation and then forget to close it at the end of the quoted content.
- When a direct quote is a complete sentence, capitalize the first letter of the quoted material.
- When the quoted material is a fragment or only a piece of the original material's complete sentence, do not use a capital letter.



- When a direct quote is interrupted in the middle of a sentence, the second part of the quotation should not be capitalized.
- An example of direct quote is I said, "The fable by James Thurber will surprise you."

## INDIRECT QUOTATIONS



- An indirect quote is the idea or fact taken from an outside source and used in a piece of writing.
- The student uses his own words, but the idea or fact comes from the original source.
- When you simply need to summarize key events or details of the texts, use an indirect quotation.



An example of Indirect quote is I said that the fable by James Thurber would surprise you.