

# Seven Golden Rules for Speech Marks

1

Put speech marks around the text that is speech.

**"Hey, that's my dog."**

“

2

If you are following with a speech tag (he cried, she said, etc.), and the sentence in speech finishes with a full stop, change it to a comma.

**"Hey, that's my dog," she said.**

3

If the sentence in speech marks ends with a question mark or exclamation mark, don't change it to a comma.

**"Hey, that's my dog!" she said.**

“

4

If your speech tag comes after your speech, it should always start with a lower-case letter.

**"Hey that's my dog!" she said.**

5

If your speech tag comes before your speech, it should have a comma after it.

**She said, "Hey, that's my dog!"**

“

6

If your speech tag is in the middle of your speech, then follow the above rules.

**"Hey, that's my dog!" she said,  
"Give it back!"**

7

If a new person starts speaking, then start a new line.

**"Hey, that's my dog!" she said,  
"Give it back!"  
"No, it's not," he replied.**