

| Rules for punctuating speech | Example |
|---|---|
| Use a capital letter at the beginning of the sentence. | "Hi Freya!" said Eliza. |
| Put inverted commas around the spoken words. | "I love this song!" exclaimed Freya. |
| Tell the reader who is speaking. | "Let's go fishing," suggested Dad. |
| Use a question mark, exclamation mark or comma to separate the reporting clause and direct speech. | "Have you ever found any pirate treasure?" asked Eliza eagerly. Freya nodded and whispered, "I have found gold coins and priceless jewels." |
| New speaker new line. | "Have you ever been chased by a shark?" asked Eliza as she danced on the sand. "No. I have never been chased by a shark," Freya replied. |

Direct speech split by the reporting clause

One sentence split by the reporting clause needs:

- a comma/question mark/exclamation mark to end the first piece of direct speech
- a comma after the reporting clause
- a lower case letter to start the second part of the speech and full stop/question mark/exclamation mark to finish the sentence.

"I must find my mirror," sobbed Freya, "as I can't go home without it."

Two separate sentences split by the reporting clause needs:

- a comma/question mark/exclamation mark to end the first piece of direct speech
- a full stop after the reporting clause
- a capital letter to start the second sentence and a full stop/question mark/exclamation mark to end the direct speech.

"I love this song!" exclaimed Eliza. "Please teach me the words."