

## Fact sheet - Level 1

# “Speech Marks”

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- 1) When a new character first starts to speak:
  - Start a new paragraph.
  - Indent the first line.
  - Open the speech marks “
  - Begin with a capital letter.
  
- 2) When a character stops speaking:
  - End with a full stop, comma, question mark or exclamation mark, as needed.
  - Then close the speech marks”

### Activity:

Copy the following examples, adding the speech marks and punctuation.

- 1) Susan shouted watch out.
- 2) What’s on TV I said.
- 3) Where are you going at lunch she asked.
- 4) What’s the time asked Mark. It’s nine o’clock replied Tom.
- 5) What do you want to do when you grow up asked Miss Bartels. I don’t know replied Ben, I might want to be a pilot.

For help and information on speech marks, click on the following link:

[www.bbc.co.uk/learningzone/clips/speech-marks/9122.html](http://www.bbc.co.uk/learningzone/clips/speech-marks/9122.html)