

Name: _____

Period _____

Proper Punctuation for Conversations

A conversation in a novel has a very specific format.

1. Every time a new character speaks it begins a new paragraph.
2. All punctuation goes inside the quote marks.
3. When you write said, a comma is inside the quotes followed by non-capitalized he or she.
4. Any description of action that is included in the same paragraph is only about the person speaking. Any other description needs a new paragraph.
5. Any punctuation besides a period stays in the quotes and is followed by lower case letters.
6. If the description comes before the dialogue a comma comes after the description.

Examples:

“No way!” the boy exclaimed.

“Yes way,” she said in return. “I’ll make you understand.”

“You’re crazy,” he added and stood up.

Their eyes raged in anger. Suddenly a strange pop sound echoed through the hallway.

He finally sighed and said, “Okay.”

Please look to fix the dialogue below.

1. What’s wrong” She asked
2. “I’m not sure”, He said.
3. “Where are you going”? She asked with concern. “Nowhere” he added. The girl’s eyes closed as she signed.
4. His loud booming voice shouted “I can’t believe this happened!”