Microlab #8  Quotation Marks and Italics (The Handout)

This microlab will help you:
☆ understand how quotation marks and italics should be used
☆ recognize errors in the use of quotation marks and italics
☆ use quotation marks and italics correctly in your own writing

Quotation Marks “ ”
☆ Use quotation marks to enclose a direct quotation—the exact words someone says or writes. The quotation marks separate the teacher’s exact words from the writer’s words at the end of the sentence. The words spoken by the teacher are a direct quotation.

- “Use the blue book,” the teacher suggested.
- “Welcome home!” Bob called.
- “The exam is easy,” Pam said.

Examples....
Incorrect—You surely don’t expect me to believe that your cow can read. I protested.
Correct—“You surely don’t expect me to believe that your cow can read,” I protested.

Incorrect—No, the farmer said, my cow doesn’t read much anymore.
Correct—“No,” the farmer said, “my cow doesn’t read much anymore.”

When using direct quotations, follow these rules for punctuation and capitalization.
☆ Capitalize the first word of a direct quotation. If a quotation is divided by words like “he said” or “she asked,” the second part of the sentence is capitalized only if it is the beginning of a new sentence.

- Jon asked, “Would you like to go out for pizza?”
- “I’d love to,” Lindsey replied, “but I have a date tonight.”
- “We can go later,” Jon said. “Why don’t you call me when you can.”

☆ Commas and periods following direct quotations are placed inside the quotations marks.
- “That’s right,” the professor said. “Now try the next problem.”

☆ Exclamation points and question marks are placed inside the quotation marks only when they are part of the direct quotation.
- The doctor asked, “Are you dizzy?”
- Did the doctor say, “Come back next week”?

☆ Colons and semicolons are placed outside the quotations marks.
- Her friend said, “Think twice about that class”; however, Jill had her mind made up.

☆ If one direct quotation contains another, the second quotation is set off by single quotation marks.
- “When Victor says, ‘I’ll be there,’ I believe him;” I explained.

Do not use quotation marks in an indirect quotation. A direct quotation is a way of conveying the exact words someone has spoken. You can also convey what someone has said by using indirect quotation—by telling what was said without quoting the speaker exactly.
- Susan said that she would visit her family next weekend.
- His professor advised him not to take on more work than he could handle.
- George felt that she gave sound advice.
No quotation marks are used in an indirect quotation because the exact words of the speaker are not quoted. Indirect quotations are often (but not always) introduced by the word that.

☆ Use quotation marks to enclose the title of a poem, short story, song, TV show, essay, or chapter.
   "In Just Spring"  "Yesterday"  "Desert Insects"

☆ Use quotation marks to enclose words used in an ironic sense (a sense quite different from their surface meaning).
   The “victim” seemed to enjoy the TV coverage.
   The “chess master” was exposed as a con artist.

**Italics & Underlining**

In printed books, italics appear as slanted type. In handwritten or typed writing, italics are indicated by underlining.

☆ Use italics or underlining for titles of books, play, movies, and newspapers.
   *The Sound and the Fury*
   *Macbeth*
   *Horror in the Supermarket*
   *Daily News Post*

☆ Use italics for foreign words and phrases that have not become a part of the English language through common usage.
   We ate _enchilada de pollo_ in Mexico City.
   Our Japanese guest used the word _hai_ in almost every sentence.

☆ Use italics or underlining for emphasis with a word or phrase that might be stressed when spoken.
   Your audience cares more about what you have to say than how you say it.

☆ Use italics or underlining to set off words used as words or letters used as letters. Also use italics for a word or term that is being defined.
   The use of _hereewith_ makes your letter sound stiff.
   She counted all the words beginning with _b_ in the poem.
   The term _hepatic_ refers to a liver condition.

**Key Points to Remember**

Use quotation marks for...
- someone’s exact words
- titles of short works
- words used in an ironic sense

Use underlining or italics for...
- emphasis
- words and letters used as such, or for a word or term being defined
- titles of books, play, movies, or newspapers
- foreign words