There are three uses for quotation marks: 1.

**With Direct Quotations**
A direct quotation is repeating in a text exactly what someone has said or written. Quotation marks are used to indicate that these were the speaker's words the way he or she said them. For example: "I'm very tired."

**With Unusual Uses of Words**
Such words that constitute "unusual uses of words" are:
- **Nicknames** - I.e. They call him "Sugarfoot" Jones.
- **Labels** - I.e. A comparison of one thing with another is called a "metaphor." c.
  Usage not typical - i.e. His "work" would have been her play. (sarcasm);
  I.e. He called it a "klug" because it was old. (invented word);
  I.e. The "prowler" turned out to be a mouse! (irony)
- **Words as Words** - I.e. Too many "ands" will make your writing seem elementary.

**Caution:** Do not use quotation marks to enclose slang or other expressions inappropriate to formal writing. A word is inappropriate if it does not call attention to itself. Try not to use these types of words in formal writing.
- I.e. My teacher was "really out of it" today in class.
  Rewrite: My teacher was out of touch with reality today in class.

**3. Titles**
Titles of short stories, essays, short poems, songs, articles from magazines, and chapters of books are enclosed in quotation marks.
- I.e. Everyone has read "The Garden Party." (short story)

**Punctuating Quotation Marks**
There are five rules to remember when punctuating quotation marks:
1. **Commas** and **periods** always go inside quotation marks. I.e.
   She replied, "I love you."
2. **Colons** and **semicolons** always go outside quotation marks.
   I.e. Only one thing is wrong with his "ideal scheme"; it didn't work!
3. **Question marks**, **exclamation points**, and **dashes** always go inside quotation marks if they relate only to the quoted material.
4. **Quotes within quotes take single quotation marks.**
   I.e. "Did she ever finish reading "The Telltale Heart"?" he asked.
   NOTE: If the quote within a quote comes at the end of the larger quote, the same rules for punctuation apply for it.
   I.e. "She just finished reading "The Telltale Heart,"" he said.
   NOTE: If the quote ends with punctuation, no extra punctuation is necessary to separate it from the rest of the sentence.
   I.e. "Did she ever finish reading "The Telltale Heart"?" she asked.
5. **Direct quotes are usually set off from the rest of a sentence by a comma or other punctuation mark.**
   If no "quoting verb" is used, no commas are necessary to set off the quoted material. I.e.
   He replied, "I couldn't see because of the fog."
   I.e. Richard L. Evans once remarked that "it sometimes seems that we live as if we wonder when life is going to begin."
   NOTE: Commas need not set off other quoted material unless the overall sentence punctuation calls for