

## Quotes

### Direct Quotations.

I said, "Give me that ledger so I can see where all our money went."	<<< <i>This is our preferred method, using a comma and quote marks surrounding the actual quote.</i>
Note: Some clients do not want quote marks in direct quotes. They may want a comma and a cap of the first letter of the direct quotation.	<i>I said, Give me that ledger so I can see where all our money went.</i>

### To emphasize a word or phrase.

Didn't you use the word "solid" in your testimony earlier?  
I thought I heard you say "after we sold it" when Ms. Jones was questioning you.

### Yes or no.

Remember to say "yes" or "no" instead of "uh-huh" or "huh-uh."	Note: Some clients do not want quote marks around these words.  <i>Remember to say yes or no instead of uh-huh or huh-uh.</i>
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### Quote marks go inside or outside based on meaning.

She asked, "Did you take out the trash?"

What did you mean when you said "trash"?

### Use a single quote mark when a quote appears within a quote.

I said, "Do not use the word 'sorry' around me again."

### Use quotes for titles of these.

Articles	Reports	Chapters	Short Stories
Essays	Songs	Poems	Website Page

Use italics for these (unless client does not want italics and prefers quotes).

<i>Books</i>	<i>Magazines</i>	<i>Newspapers</i>	<i>Plays</i>	<i>Periodicals</i>
<i>Cartoons</i>	<i>Operas</i>	<i>Ships</i>	<i>Trains</i>	<i>Planes/Spacecraft</i>
<i>Statues</i>	<i>Movies</i>	<i>TV Programs</i>	<i>Paintings</i>	<i>Sculptures</i>

When the words "quote/unquote" are spoken.

1. Did you just say, quote, the bank, unquote?	<<< These are various methods preferred by different clients.  We prefer to simply use quote marks as shown in #3.
2. Did you just say, quote, "the bank," unquote?	
3. Did you just say "the bank"?	

**NO QUOTES FOR THESE**

No quotes for thoughts, but cap the first word of the thought.	<i>I did see it, yes, and I remember thinking, What was that?</i>
Indirect Quotations.	<i>He said he didn't rob the place.</i>

**REMEMBER!**

<b>Periods and commas</b> always go <b>INSIDE</b> final quote marks.
<b>Colons and semicolons</b> always go <b>OUTSIDE</b> final quote marks.

Proceed to the next lecture!