

## Rules for Editing Dialogue in Your Writing

- 1.) Quotation marks show where the exact words of a speaker begin and end.  
ex: "Katie, let's go to the mall today," Camilla exclaimed.
- 2.) A comma separates the quotation from the words that tell who is speaking.  
ex: "Katie, let's go to the mall today," Camilla said.
- 3.) A question mark or exclamation point takes the place of the comma. This means you put the question mark or exclamation point before the end quotation, and skip the comma.  
ex: "Katie, do you want to go to the mall today?" Camilla asked.
- 4.) Some quotations are divided in two. If quotations are divided, don't capitalize the second part of the sentence, and use commas to separate the quotation from the speaker.  
ex: "Katie, if we go to the mall," Camilla said, "you can buy a gift for your mom."
- 5.) If the divided quotation is two sentences, use a period after the words that tell who is speaking. Capitalize the first word of the new sentence.  
ex: "Katie, do you want to go to the mall?" Camilla asked. "Then you can buy those pants you wanted."

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- 6.) Every time a speaker changes, start a new paragraph. This means you go to a new line and indent the line with each new speaker.  
ex: (See below to see indentation)  
➡ "Katie, if we go to the mall," Camilla said, "you can buy a gift for your mom."  
➡ "Yeah, that sounds great, Camilla!" Katie responded.
- 7.) Capitalize the first word in a quotation, when it starts the sentence.  
ex: "Katie, let's go to the mall today," Camilla said.
- 8.) When writing the quotation and speaker, if the words go to a new line, do not indent the new lines.  
ex: "Katie, if we go to the mall," Camilla said, "you can buy a gift for your mom."
- 9.) After the dialogue (when starting the story again) start a new paragraph. This means go to a new line and indent.  
ex: (See below to see indentation)  
➡ "Katie, do you want to go to the mall?" Camilla asked.  
➡ The two girls loved going to the mall together, and would go almost every weekend to meet friends.

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