

## WRITING DIALOGUE: Talking Between Characters

QUOTATION MARKS (“”) are used before and after the quote to set off the exact words of the speaker.

CAPITALIZATION: Every quote begins with a capital letter. If the quote is being split into parts, the continuation of the quote does NOT begin with a capital letter unless a capital is needed naturally (proper name, place, etc.).

PUNCTUATION:

- Put dialogue punctuation INSIDE the quotation marks if it ENDS the sentence.
- If the dialogue STARTS a sentence, is complete, and is followed by he/she *said*, then a period is replaced with a comma at the split. However, **DO NOT EVER CHANGE** the dialogue’s question mark or exclamation point to a comma regardless of order!
- If the quote is embedded in a question or exclamation, use the appropriate punctuation mark OUTSIDE of the quotation marks to punctuate only the main sentence. **NO** punctuation is needed INSIDE the quote unless its original punctuation was a question mark or exclamation point. (HINT: there should **NEVER** be **TWO PERIODS** at the end of any sentence.)

REMINDER: EVERY NEW SPEAKER GETS A NEW PARAGRAPH = INDENT!

“I wish I knew what to do about this,” squeaked Phoebe as she tried to wipe the pizza stain off Monica’s white couch.

“Did I do that?” Rachel asked timidly.

“You bet!” shouted Monica as she started to run towards Rachel.

“Gee, I’m sorry! It won’t happen again. I promise,” pleaded Rachel.

“Monica, it really wasn’t her fault,” added Joey as he took another slice of pizza. “This pie is loaded with cheese, all drippy and saucy, and –”

“Don’t defend her!” interrupted Monica.

Ross got up from his seat and touched Monica on her shoulder. Quickly, Ross added, “Calm down, Monica! It’s only a *small* stain!”

Monica couldn’t believe her ears. “Did Ross just say, ‘It’s only a *small* stain!’?” she growled with anger. Monica shook her head in disbelief as the glaring red stain was now twice the size was before Phoebe tried to help.

“Oh, my!” exhaled Phoebe. “I guess that didn’t work so well.”

Before Monica could say another word, Chandler blurted out, “Good thing we’re all such close friends. I can’t imagine what would happen if we didn’t all love each other so much. Right, Monica?”

“I guess,” she whimpered as she spied the big red blotch.

“Oh, Monica,” shrieked Rachel as she ran across the room for a group hug. “You’re the best!”