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Rule 2 c. Punctuating Dialogue.

Exercise A Add capital letters, periods, question marks, commas, and quotation marks where they are needed for the direct quotations in the following sentences.

EXAMPLE 1.

let's talk to the superintendent of our building Mandy said to Brenda.

- 1. We would like to plant a roof garden Mandy said.
- 2. That sounds like a good idea the superintendent replied.
- 3. Brenda asked could we use a small section of the roof on the south side
- 4. Aretha added we really wouldn't need too much space
- 5. I'm certain something could be arranged commented the superintendent.
- 6. Well then he added what are you planning to grow
- **7.** We were thinking of growing tomatoes, lettuce, strawberries, and daisies Mandy replied.
- 8. Brenda said I was planning also to set aside a tiny section for herbs
- **9.** I'll help you block off a small section this afternoon the superintendent responded.
- 10. The friends cheerfully replied oh, thank you very much

Exercise B Add punctuation marks and capital letters where they are needed in the following sentences.

EXAMPLE 1. Arlena asked has anyone seen Coach Terada?

- 1. Where's Arlena asked Coach Terada. I want to congratulate her.
- 2. Here I am! shouted Arlena.
- 3. Congratulations, Arlena exclaimed the coach. I knew you would win!

- **4.** Arlena asked how did you know?
- 5. The coach explained you have all of the qualities of a champion.
- **6.** What do you mean Arlena asked.
- 7. Well, you're an extremely talented tennis player said Coach Terada but perhaps even more important is that you have a great deal of determination and persistence.
- 8. Well, I will admit said Arlena that I do practice hard every day.
- 9. I know you do said the coach. I'm very proud of you, Arlena.
- 10. Thanks, Coach Arlena said.

Exercise C. Correct the punctuation errors. (Two sentences contain no errors)

- 1. "You know, Felix," said Antonio, Maybe we're making too big a deal out of this."
- 2. "What do you mean"? he responded. "I never wanted to fight you"!
- **3.** "I mean," said Antonio, "It would be a shame to force my best friend into a losing position."
- 4. Felix smiled. "Hey, man, what makes you so sure I'll lose?"
- **5.** "Self-confidence, I guess," answered Antonio. "My grandfather always used to say that if you don't have confidence in yourself, nobody else is going to have confidence in you!"