

Hint!

Use the acronym SCAPS to help you remember how to punctuate speech correctly.

S = speech marks

C = capital letter

A = actual words spoken

P = punctuation

S = speech marks

1. Insert the missing inverted commas in the sentences below.

- a) Remember your belongings please, said the tour guide.
- b) The historian explained, Henry VIII had six wives.
- c) What would you like to order? asked the waitress.
- d) Quickly, the soldier shouted his order, Run to your bases!

2. Underline the speech or actual words spoken in these sentences.

- a) "Here is your geography homework," said the teacher, "Please complete it by tomorrow morning!"
- b) "Why haven't you tidied your bedroom?" asked Charlie's dad, "You know your friends are arriving soon."
- c) "It is important to let the meat rest once cooking it," explained the chef to his cooking class.



3. Tick the box to show whether speech punctuation has been used correctly or incorrectly.

	Correct	Incorrect
"please can I sit next to Alistair today?" asked Peter.		
"Please can I sit next to Alistair today" asked Peter?		
"Please can I sit next to Alistair today?" asked Peter.		
"Please can I sit next to Alistair today?" ask Peter?		

Challenge!

Rewrite this sentence with the correct speech punctuation.

help shouted the old lady that man over there has stolen my purse

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“Help!” shouted the old lady, “That man over there has stolen my purse!”
