Dialogue Punctuation and Formatting

Name: _____ Date: _____

📝 Remember the Rules:

- Use speech marks (" ") around the exact words spoken
- Start a new paragraph when a different person speaks
- Punctuation goes inside the speech marks
- Use a capital letter to start speech

Part A: Add the Missing Punctuation

Add speech marks, commas, full stops, and capital letters where needed.

1. where are you going asked mum

   _____

2. i'm heading to the library replied james i need to return these books

   _____

3. that's a great idea said mum don't forget your library card

   _____

Part B: Rewrite with Correct Paragraphing

This conversation is written incorrectly. Rewrite it with a new paragraph for each speaker.

> "Can we go to the park?" asked Sarah. "Maybe later," replied Dad. "I need to finish the washing first." "I can help you," Sarah offered. "That would be wonderful," said Dad with a smile.

Part C: Write Your Own Dialogue

Write a short conversation (4-6 lines) between two people meeting at a shop. Use correct punctuation and paragraphing.