**Citation Exercise:**

“All direct citations must have punctuation,” wrote Emma. “Notice that the quotation marks start at the left of the direct quotation, and that the first word in the sentence is capitalized, just like all sentences,” she explained. “Now also look at the words that are not part of the quotation- do they make a complete sentence?” she asked. “No they don’t,” she answered, “so you have to punctuate to separate the quote from the other part of the sentence.” “Check the sentence you just read- the extra part is in the middle, so you still need to separate it. Notice where the quotation marks are, and if the punctuation is on the inside or outside,” she recommended.

In class, students learned that indirect quotes do not use the exact words of the speaker or writer and therefore, do not need quotation marks. They heard that indirect speech, or reported speech involves using the speaker or writers words or ideas and expressing them in their own way. Emma noted that we do not add to the information and we do not change it. In class Emma stated that you don’t change the words because the meaning might change and if you change the meaning then you are not using the person’s words accurately. From the class, students should have synthesized that most importantly, when you use indirect speech to paraphrase, you need to read carefully to make sure you understand the concept, idea or details accurately.

Punctuate the following direct and indirect quotes:

1. One difference between borrow and steal is that steal has a negative connotation said Emma.

2. She said the other difference was meaning- they are opposites.

3. I agree that if I use my words for the author’s ideas then it is not stealing stated a student.

4. Emma explained that in academic writing in Canada you must always give credit to the writer or it is considered stealing.

5. Another student questioned whether saying a proverb needed to be cited.

6. If you use a proverb that is well-known do you need to say who said it questioned another student.