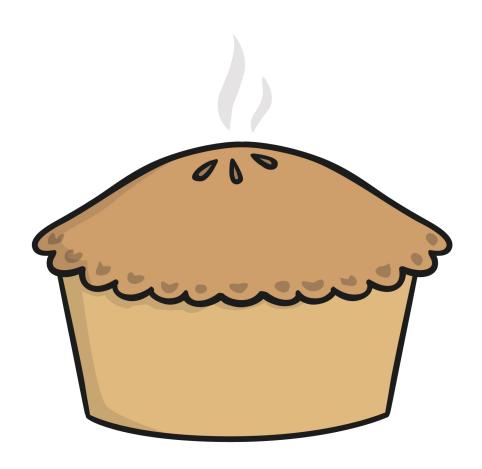
Always enclose spoken words within speech marks.



"My favourite food is cherry pie."



Tell the reader who is speaking.



"I like to go to the park to play," said Laurel.



Put a comma inside the speech marks before writing words like 'said'.



"I am really hungry," said Susie.

"I have a ginger cat," said Alex.



Start each new speaker on a new line.



"What drink would you like?" asked Aziz.

"A cup of tea," the lady replied.

"Coming right up," Aziz said.



Start the speech of each new speaker with a capital letter.



"When does the match start?" asked Tom.

"At one o'clock," Dad replied.

"I can't wait!" Tom exclaimed.



Include punctuation inside the speech marks.



"Gosh!" exclaimed Tilly.

"Why?" asked Lee.

"I am so excited!" Isobel exclaimed.



Speech can come in different parts of the sentence and can include more information as well as who is speaking.



"Stay there! You will soak the carpet," he said.

"Stay there!" he said, "You will soak the carpet."

He said, "Stay there! You will soak the carpet."

