Dialogue Punctuation Practice: Printable Worksheet with Answer Key

Four original tasks / complete practice workshop

Name: _____ Date: _____

Task 1: Punctuate: mia asked where is the library

Task 2: Punctuate: i will finish the report tom said

Task 3: Punctuate: we need more paper priya said and two pens

Task 4: Punctuate: ben shouted watch out

Quick check / tick after your attempt

- ☐ Quotation marks: all spoken words enclosed in paired quotation marks; no quotation marks around indirect speech.
- ☐ Commas with speech tags: comma after a leading tag and inside the closing quotation mark before a trailing tag; no comma after a question mark or exclamation point.
- ☐ Terminal punctuation: period, question mark, or exclamation point placed inside the closing quotation mark when it belongs to the spoken sentence.
- ☐ Paragraphing: new speaker begins a new paragraph.
- ☐ Consistency: if an alternative convention such as single quotation marks is used, it is stated and applied consistently.

Name: _____: Date: _____:

Dialogue Punctuation: :

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Model Example

Model example at the top of the worksheet.

Model: Punctuate: sam whispered the door is open

Answer: Sam whispered,

The door is open.

Reasoning: The speech tag Sam whispered comes first, so a comma follows whispered. The spoken words form a complete sentence, so a period sits inside the closing quotation mark. Quotation marks appear in one pair. Check: one comma after the tag, one period inside the closing quotation mark, two quotation marks total.

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Ten Unpunctuated Dialogue Sentences

Ten unpunctuated dialogue sentences with varied speech-tag positions; two items use question marks or exclamation points.

1. Punctuate: mia asked where is the library
2. Punctuate: i will finish the report tom said
3. Punctuate: we need more paper priya said and two pens
4. Punctuate: ben shouted watch out
5. Punctuate: ana said i am ready
6. Punctuate: are you ready ana asked (question mark item; write the sentence with correct punctuation.)

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Short Rubric

Four-level rubric for quotation marks, commas, terminal punctuation, and paragraphing, plus consistency.

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Terminal punctuation: period, question mark, or exclamation point placed inside the closing quotation mark when it belongs to the spoken sentence.

Paragraphing: new speaker begins a new paragraph.

Consistency: if an alternative convention such as single quotation marks is used, it is stated and applied consistently.