

Quotation Marks

When to use	Example
To indicate the exact words of a speaker.	John said, "All employees must attend the safety meeting tomorrow."
To indicate words or phrases introduced by expressions such as <i>labeled</i> , <i>marked</i> , <i>signed</i> , and <i>titled</i> .	The box was labeled "This Side Up."
Periods and commas go inside quotation marks. Colons and semicolons go outside quotation marks. Question marks and exclamation points can go either place.	She asked, "How are you?" When will you stop saying "No problem"?