## **Recognizing Complete and Incomplete Quote Introductions**

If you're struggling to tell if something is a complete or incomplete thought, try reading it aloud. Does the statement feel finished, or like it was cut short?

Here are some examples of complete and incomplete thoughts:

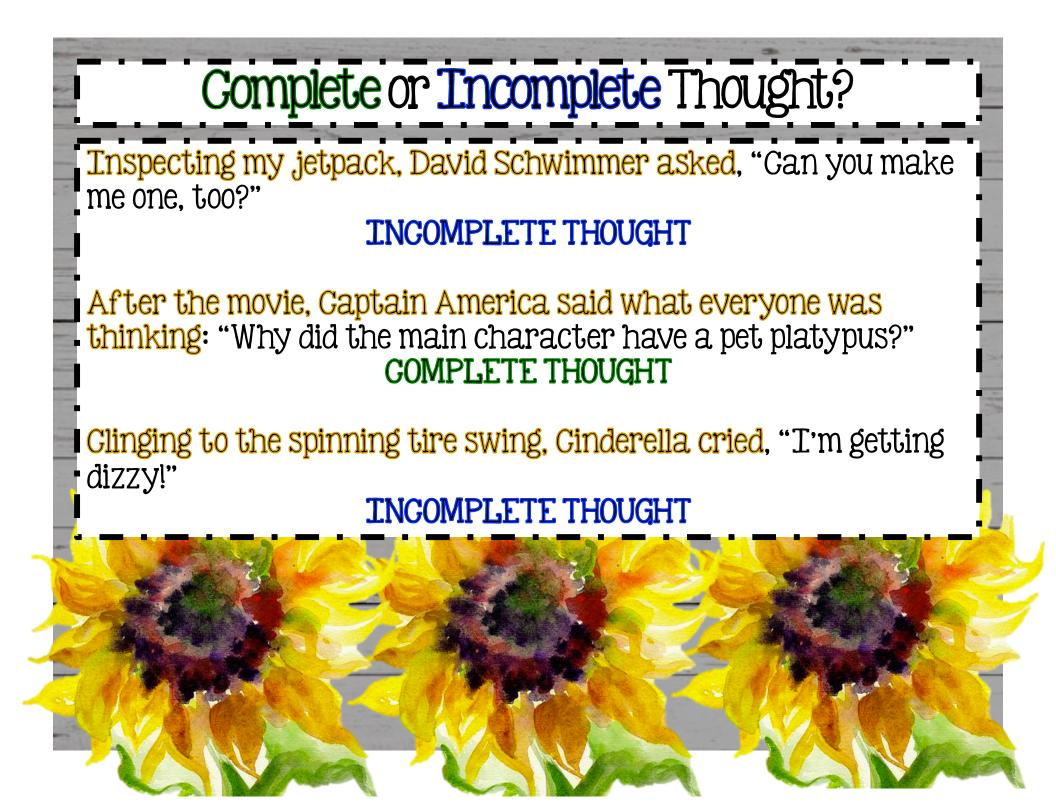
Complete:	The girls went to the park.
<b>Complete:</b>	It's raining. I'm cold. Are you hungry?
<b>Incomplete:</b>	Jumping up and down, spinning in circles.
Incomplete:	On the radio with a loud voice.

#### Colons introduce full-sentence quotes after complete thoughts.



#### Commas introduce full-sentence quotes after incomplete thoughts.

Matt looked me in the eye and said		"I will beat you in Monopoly,"
fragment speech/ thought (incomplete thought) word	comma	full sentence quote



### Punctuation and Capitalization with "Colon Quotes"

**Colon quotes** are introduced by complete thoughts. They connect a full-sentence introduction to a full-sentence quote.

Readers take a long pause before colon quotes. To highlight that pause, do the following:

- 1. Offset the quote with a colon
- 2. Begin the quote with a capital letter



**Dialogue quotes** require less of a pause because they're introduced by *incomplete* thoughts. Words like "said" and "wondered" come before dialogue quotes.

Include a comma before **dialogue quotes** and start the quote with a capital letter.



# Add or remove punctuation

- Jesse smiled shyly and said: "we baked you a chocolate cake for your birthday."
- Jesse smiled shyly and said, "We baked you a chocolate cake for your birthday."
- The detective asked Jay-Z for help, "Did you see anything unusual last night?"
- The detective asked Jay-Z for help: "Did you see anything unusual last night?"
- The scientists checked Payten's work and cheered: "you found the solution!"
- The scientists checked Payten's work and cheered, "You found the solution!"