Inverted Commas Checklist

Rule	Tick
I have only put " " around what the speaker says.	
I have started speech with a capital letter.	
I have separated what was said from the rest of the text with a comma, full stop, question mark or exlamation mark.	
I have put my inverted commas on the outside of any commas or full stops.	
I have started a new paragraph when a new person starts to speak.	