

Lesson 40: Quotation Marks in Daily Courtesy**PLL PART TWO****Habit of Courtesy**

Speaking Polite Words: When you write the polite words you say to others, put them inside quotation marks.

Rule to Remember: Put a comma after say, capitalize the first spoken word, and keep the period inside the quotation marks!

1 POLITE EXPRESSIONS — WORDS OF COURTESY

"Good morning."

"Thank you."

"If you please."

"Good night."

2 COPYING PRACTICE — COURTESY WITH QUOTATION MARKS

Copy each line neatly, minding the comma before the quote and the period inside:

1. When I go to bed I say, "Good night."

Write:

2. When I get up I say, "Good morning."

Write:

3. I always say, "Thank you."

Write:

4. Polite boys and girls say, "If you please."

Write:

3 ORIGINAL COMPOSITION — MY OWN WORDS OF COURTESY

Write two sentences telling what you say politely at home or school, using quotation marks:

5.

Line 2:

6.

Line 2:

Language & Morals

Integrating Courtesy with Punctuation: Classical education unites linguistic skill with character training. In this lesson, pupils learn that the dialogue tag precedes the quotation (*I say, "..."*), requiring a preceding comma and a capitalized opening letter within the quote.

Key SECTION 2: PUNCTUATION & MECHANICS BREAKDOWN

1. When I go to bed I say, "Good night."

- *Pre-Quote Comma:* A comma follows the speaking verb *say*.
- *Capitalization:* The quote begins with capital **G** in *Good*.
- *Terminal Period:* The period sits **inside** the closing quotation marks.

2. When I get up I say, "Good morning."

- *Pre-Quote Comma:* Separates intro from quote.
- *Internal Capital:* Capital **G** in *Good*.
- *Terminal Period:* Placed inside the closing quotes.

3. I always say, "Thank you."

- *Direct Speech:* Comma after *say*, opening quote before capital **T**, period before closing quote.

4. Polite boys and girls say, "If you please."

- *Classical Courtesy:* "If you please" is the traditional antecedent of "please." Comma precedes opening quote; capital **I**; period precedes closing quote.

Model SECTION 3: EXEMPLAR STUDENT COMPOSITIONS

- *Exemplar 1:* When mother serves dinner I say, "Thank you, mother."
- *Exemplar 2:* When I meet my teacher in the morning I say, "Good morning, Miss White."
- *Exemplar 3:* When I ask for bread at table I say, "Please pass the loaf."

Evaluation Focus	Exemplary (Proficient)	Developing (Needs Support)
Pre-Quote Comma & Quote Placement	Inserts comma after <i>say</i> in all 4 sentences; quotation marks correctly encapsulate courtesy words.	Omits the comma after <i>say</i> or places quotation marks around <i>say</i> .
Internal Capitalization & Period	First word of quote capitalized; period placed inside closing quotation marks in every instance.	Puts period outside quotation marks (e.g. <i>"Good night".</i>); uses lowercase initial.
Penmanship & Neatness	Consistent cursive or manuscript execution seated properly on guidelines with clear punctuation marks.	Quotation marks look like smudges; uneven handwriting baseline.