Writing Dialogue

1. Use quotation marks to show a character's exact words.
   "Where is the dog?" asked Jacob.

2. Use a comma, and exclamation point, or a question mark at the end of a character's statement. Notice that the punctuation is inside the quotation marks. Also notice that there is a period after the speech tag.
   "I will look for the dog," Jacob stated.
   "Let's look for him!" exclaimed Carl.
   "Where do you think he went?" asked Nick.

3. Begin the character's statement or question with a capital letter.
   "The dog ran away," said Nick.

4. If the character's statement is divided, use a lower case letter to start the second part of the quotation.
   "The dog dashed out the door," explained Nick, "and he raced across the yard."

5. If the character makes two or more statements (complete thoughts), use a capital letter to begin each sentence.
   "I don't want him to get hurt," said Jacob. "Let's go find him."

6. Change lines every time the speaker changes.
   "How can we find him?" asked Jacob.
   "Let's put up posters around the neighborhood," suggested Nick, "and then we can drive around looking for him."