

To Quote or Not to Quote: Answer Key

1. Martin Luther King, Jr. said, "I have a dream." [Use quotation marks for a direct quotation. Notice that the period goes inside the quotation marks.]
2. Albert Einstein said that the true sign of intelligence is not knowledge but imagination. [No quotation marks are needed because these are paraphrased remarks.]
3. *Verbing* is defined as "the process of turning a noun into a verb." [A word being defined is italicized and its definition appears in quotation marks.]
4. All of the mailing cases were marked "Glass—Handle With Care." [Words following "marked" and "stamped" are enclosed in quotation marks.]
5. Our annual Fall Extravaganza is the biggest and best sale in the region! [Do not use quotation marks for emphasis.]
6. His presidential address was marred by many *uhms* and *ahs*. [Words used as nouns within a sentence are italicized. Notice that only the word and not the "s" is italicized.]
7. Businesspeople often use the term *best practices* to mean "the most effective techniques in a field or industry." [Italicize an expression being defined; use quotation marks for its definition.]
8. Senior executives want anything brought to their attention to be "high level"; that is, they want it neatly summarized and free of technical terms. [This is correct because "high level" is considered business jargon. Notice that the semicolon appears outside the quotation marks. Periods and commas are always inside, but semicolons and colons are outside.]
9. Rock star "Sting" got his nickname from wearing yellow-and-black jerseys that other musicians thought made him look like a wasp. [Enclose nicknames in quotation marks.]
10. "Happiness," said comedian George Burns, "is having a large, loving, caring, close-knit family in another city." [Quotations marks enclose a direct quotation. Notice the position of the commas and periods in relation to the quotation marks. Note, too, that we do not capitalize the continuation of an interrupted quotation.]
11. During the summer extensive changes will be made to the Human Resources Department. [No quotation marks enclose the name of a department.]
12. The word "secretary" has a long and honorable history, but many office professionals now use other titles. [Words used as nouns within a sentence may be shown in italics or in quotation marks.]
13. The expression "cook the books" is not what we want to hear when a government investigation begins. [Enclose jargon or slang within quotation marks.]
14. Did the manager say that she wanted me to merge documents with our database list? [Correct. No quotation marks should be used to enclose paraphrased or indirect quotations.]
15. Our copyeditor Angela said that she would scream if she saw another report with the expression "at this point in time." [Correct. The expression is correctly enclosed in quotation marks.]