Rules for punctuating speech	Example
✓ Used a capital letter at the beginning of the sentence?	"Hi Mum!" said Luke.
✓ Put inverted commas around the spoken words?	"I love this song!" exclaimed Mariam.
✓ Told the reader which person is speaking?	"Let's go to the shop!" suggested Dad.
✓ Used a synonym for said?	"Can we bring our pets?" queried Tim.
✓ Put punctuation BEFORE the closing speech marks?	"Who's still making a noise?" asked the teacher.
✓ Used the 'New Speaker, New Line' Rule?	"It's such a lovely day," said Mum, "Shall we go for a swim in the sea?" "That sounds like a great idea!" agreed Dad.