IMPROVING QUOTING SKILLS III

PURPOSE OF DLA

This DLA is designed to help you practice quoting nonfiction material. It is the third and most challenging of three about quoting. Read the rules presented below, and then do the activity on the last page. While you are only required to print the last page, if you find the information helpful, it might be wise to print the first two pages.

THE BASIC ANATOMY OF A QUOTE

speaker credentials a comma goes here

According to Sara Mendoza, professor of biology at Stanford, “Cloning humans may offer some benefits, but overall it could cause more problems” (10). ← period goes here

quote page # (unless a website source)

Rule #1: Do not quote simply to quote or fill up your essay. A quote should be used only if it is striking or because the idea is too complicated to paraphrase.

Rule #2: All direct and indirect quotes need a name/attribution tag in the sentence. Readers should always know who is talking and who the speaker is. A direct quote is word-for-word from the speaker. An indirect quote is another person’s idea put into your own words and sentence construction.

Direct quote:

According to Sara Mendoza, professor of biology at Stanford, “Cloning humans may offer some benefits, but overall it could cause more problems; therefore, it should not be attempted” (10).

Indirect quote:

Sara Mendoza, professor of biology at Stanford, believes that since the potential drawbacks of human cloning outweigh possible benefits, it should not be done (10).

All speakers need to be fully identified the first time they are used, whether directly or indirectly quoted. Follow the Mendoza examples above. Once you identify a speaker by full name and credentials, you refer to that person by last name ever after. Do not use Mr. or Mrs. titles.

You can put the name tag at the beginning or end of the quotation. If there is a clause or two independent clauses, you can also put the name tag in the middle. Name tag verbs should be in the present tense: asks, says, argues.

Thoreau asks his readers, “Is a democracy, such as we know it, the last improvement possible in government?” (18).

“Is a democracy, such as we know it, the last improvement possible in government?” Thoreau asks his readers (18).

“All democracy, such as we know it,” Thoreau asks his readers, “the last improvement possible in government?” (18). ↑ note comma placement ↑
Rule #3: Use a colon when you introduce a quotation with a full sentence.

In his essay “Letter from Birmingham Jail,” Martin Luther King, Jr. makes a statement that has not lost its relevance: “Injustice anywhere is a threat to justice everywhere” (343).

Rule #4: When you use the word *that* to set up a quotation, do not use a comma.

While Mendoza believes cloning could help in some instances, she feels that “overall it could cause more problems” (10).

Rule #5: You must quote exactly—word for word and punctuation mark for punctuation mark. Either you quote exactly or you rewrite completely (and cite the source). Even if the original source has a spelling error, you cannot change it, but you must let your readers know that it was not your mistake by using [sic].

“I beleive [sic] that cloning animals that are going extinct makes sense,” says bioethicist Kim Yamada in her 2010 online article “To Clone or Not to Clone.”

When you would like to use a quote but not the whole quote, use the ellipsis. These three spaced periods tell your readers that you took out some information in the quote. However, the quote must remain grammatically correct and in context; you may not use the ellipsis to change the meaning of the quote. If you skip a whole sentence or more, add a fourth period to the ellipsis to signify this.

Original

Mendoza points out that “Cloning is a good idea for certain uses like saving endangered species, for organ replacement, and for the study of aging, but this knowledge could easily be misused” (10).

With ellipsis

Mendoza points out that “Cloning is a good idea for certain uses . . . , but this knowledge could easily be misused” (10).

Rule #6: Keep in mind that readers do not have the original source to look at, so if a word or term would be unclear to them, clarify it in the quote. Use brackets [ ] to insert a word or words to clarify a direct quote.

“Too often they [doctors] want to play God and do not think of the consequences,” believes bioethicist Arthur Caplan (15).

Rule #7: Use the abbreviation *qtd. in* to indicate that you are quoting from an indirect source. In other words, you are using someone else’s report of a conversation, statement, interview, letter, or whatever. The person speaking is not the writer of the source.

Bill Gates, founder of Microsoft, says, “I really had a lot of dreams when I was a kid, and I think a great deal of that grew out of the fact that I had a chance to read a lot” (qtd. in Brown 23).

Rule #8: If you want to quote something that has quotation marks in it, use the half quotes.

“My favorite poem is ‘Stop All the Clocks’ by W.H. Auden,” Claire tells Miguel (13).

Rule #9: Website sources do not have page numbers. If you identify the speaker as the writer, there is no need for a citation.

“I beleive [sic] that cloning animals that are going extinct makes sense,” says bioethicist Kim Yamada in her 2010 online article “To Clone or Not to Clone.”

Rule #10: Quotes over four typed lines must be blocked (indent ten spaces, omit quotation marks, put the final period after the citation). Some instructors do not like block quotations, so consult your instructor before using one.
Riverside City College  
Writing and Reading Center  
Directed Learning Activity #1A.22

**IMPROVING QUOTING SKILLS III**

**STEP 1:** Using the information you just read about quoting rules, read the article below, and use the article material to demonstrate five of the seven techniques below. As rule #2 indicates, a speaker only needs to be fully identified the first time he or she is quoted.

one direct quote  
one direct quote using ellipsis  
one direct quote using single quotation marks  
one direct quote using *it*  
one indirect quote  
one direct or indirect quote set up with a colon  
one direct or indirect quote set up with the word *that*

You can type your answers or neatly print them on the back of this handout.

"Texting while Driving Killed at Least 16,000 in U.S."

By Sarah O’Connor, *International Business News Online*, 28 Sept. 2010

Texting can be more than just distracting; it can be deadly. An estimated 16,000 people in the United States have died in accidents caused by drivers sending text messages while driving between 2001 and 2007, according to federal data. Deaths due to “distracted driving” rose 28 percent in three years to 5,870 in 2008 from 4,572 in 2005, an analysis of federal data on road fatalities indicates.

The data, which was published this week in the *American Journal of Public Health*, shows deaths occurred due to collisions with roadside objects as drivers typing on their mobile phones veered off-track and into poles, traffic lights or other items. “Distracted driving is a growing public safety hazard. Specifically, the dramatic rise in texting volume since 2005 appears to be contributing to an alarming rise in distracted driving fatalities,” the authors of the study say.

Now in the United States, thirty states have enacted legislation prohibiting texting while driving. However, circumstantial evidence suggests the bans often go unenforced.

Car companies are also not keeping the risks of distracted driving in mind when designing their next-generation vehicles, argues Linda Stamato, car industry analyst, citing Ford’s example which is rolling out Twitter and Pandora applications as part of a dashboard console entertainment “hub” that also seems like a recipe for distracted disaster.

“Distracted driving has reached epidemic proportion. It is a disease that we can control. We need to strengthen laws and beef up enforcement. We need to encourage better driving practices, in all contexts, by all age groups,” Stamato writes.

**STEP 2:** Take your finished activity to a WRC instructor on duty, go over your five quotations, and make whatever changes are necessary. Ask the instructor to fill in the section below.

__________________________  __________________________  ____________
instructor’s name      instructor’s signature  date