

USING QUOTATIONS IN YOUR ESSAYS

SIGNAL WORDS

To keep your writing interesting, avoid introducing a quotation the same way every time. For example, try placing the signal phrase in the middle of a sentence or at the end to vary your sentences. A variety of signal verbs are available for use when quoting material; however, be sure to choose an appropriate verb that indicates how you are relating the material within the context of your paper.

acknowledges	discusses	proves
adds	disputes	refutes
admits	emphasizes	rejects
agrees	explains	remarks
allows	expresses	replies
answers	finds	reports
asserts	identifies	responds
believes	implies	reveals
charges	interprets	shows
claims	lists	speculates
concedes	maintains	states
concludes	notes	suggests
concur	objects	summarizes
confirms	observes	supports
contends	offers	thinks
criticizes	opposes	urges
declares	outlines	warns
describes	points out	writes
disagrees	proposes	

**Note that MLA style uses signal verbs in the present tense (Smith concludes . . .), but APA style generally prefers the past tense (Smith concluded . . .). When writing about literature, use present tense.*

Three guidelines when writing about literature:

- Introduce a quotation either by indicating what it is intended to show or by naming its source, or both.
- For non-narrative poetry, it's customary to attribute quotations to "the speaker"; for a story with a narrator, to "the narrator." For plays, novels, and other works with characters, identify characters as you quote them.
- Do not use two quotations in a row without intervening material of your own.

TEMPLATES FOR USING QUOTATIONS

Templates for Introducing Quotations (Notice use of present tense.)

- X states, “ _____.”
- X says, “ _____.”
- As the prominent philosopher X puts it, “ _____.”
- According to X, “ _____.”
- X himself writes, “ _____.”
- In her book, _____, X maintains that “ _____.”
- Writing the journal *Commentary*, X explains that “ _____.”
- In X’s view, “ _____.”
- X agrees when she writes, “ _____.”
- X disagrees when she writes, “ _____.”
- X complicates matters further when she writes, “ _____.”

Templates for Explaining Quotations

- Basically, X is saying _____
- In other words, X believes _____
- In making this comment, X argues that _____
- X is insisting that _____
- X’s point is that _____
- The essence of X’s argument is that _____

COMMONLY USED TRANSITIONS

<u>Cause And Effect</u>		<u>Addition</u>	
Accordingly	Since	Also	In fact
As a result	So	And	Indeed
Consequently	Then	Besides	Moreover
Hence	Therefore	Furthermore	So too
It follows, then	Thus	In addition	
<u>Conclusion</u>		<u>Concession</u>	
As a result	So	Admittedly	Of course
Consequently		Although it is true that	Naturally
That		Granted	To be sure
Hence	Therefore	I concede that	
In conclusion, then	Thus		
In Short	To sum up	<u>Example</u>	
In sum, then	So summarize	After all	For instance
It follows, then		As an illustration	Specifically
		Consider	To take a case in point
		For example	
<u>Comparison</u>		<u>Elaboration</u>	
Along the same lines	Likewise	Actually	
In the same way	Similarly	Another way	
		By extension	To put it bluntly
<u>Contrast</u>		In short	To put it succinctly
Although	Nevertheless	That is	Ultimately
But	Nonetheless	In other words	
By contrast	On the contrary		
Conversely	On the other hand		
Despite the fact that	Regardless		
Even though	Whereas		
However	While		
In contrast	Yet		

Template excerpts taken from

Graff, Gerald & Cathy Birkenstein. *They Say, I Say*. New York: W. W. Norton, 2006. Print.