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| **STEP ONE** | **STEP TWO** | **STEP THREE** | **STEP FOUR** | **STEP FIVE** | **STEP SIX** |
| A transition~~~~~~Use the “Transition words” for suggestions | A brief description of the situation~~~~~~ What is happening when the quote is spoken? | A comma, | Name of person speaking+TellsRemarksExclaimsExplainsWhispersThreatensShouts*Etc….* | “quote”~~~~~Use ellipses (…) to skip portions in long quotesUse brackets [ ] to show you are changing a word in the quote | The citation~~~~~~~(Author, pg) 🡨novel, short story(Author, line #) 🡨poem(Act.scene.line) 🡨plays  |

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