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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  +  Tells  Remarks  Exclaims  Explains  Whispers  Threatens  Shouts  *Etc….* | “quote”  ~~~~~  Use ellipses (…) to skip portions in long quotes  Use 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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