Quote With Care

Show readers exactly what changed in a quotation.

11.5.W.8 "Students will use an ellipsis to indicate omission from quoted material and brackets to indicate an addition or clarification to quoted material."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB In paragraph 1, underline the ellipsis and circle the brackets in the editor's quoted versions so you can see how each change is marked.

Editing the Neighborhood Newsletter

1. An editor preparing a neighborhood newsletter wants quotations to be brief without making them misleading. A garden volunteer wrote, "The stone path curves past the pond and ends beside the greenhouse." To focus on the destination, the editor quotes, "The stone path ... ends beside the greenhouse." The three dots show where words were removed. Elsewhere, the volunteer wrote, "It closes at sunset," referring to the garden. The editor writes, "[The garden] closes at sunset," replacing the unclear pronoun with a bracketed clarification. The brackets warn readers that those words are the editor's, not the volunteer's.

2. At a library repair café, the sound of a bicycle bell can interrupt the quiet of the reading room. The library's event notice states, "At the repair café, volunteers mend lamps, bicycles, and torn backpacks while visitors watch and learn." The notice also states, "The library lends tool kits on Saturdays, but borrowers must return them before closing." An editor might want to highlight the learning rather than the list of objects, or make clear what must be returned. Neither change should invent a service or erase a condition that matters to someone planning a visit.

3. A second newsletter story follows a crew inspecting storm drains before school opens. A crew member's written account says, "During heavy rain, the crew checks the drains near Maple Street before the first bus arrives." The next sentence reads, "Those drains carry runoff toward the river, not into the schoolyard." A short quotation could omit a location if the time of the inspection is the point. In another context, a reader may need to know which drains "Those drains" means. Editorial marks help readers see both a cut and a clarification without confusing either one with the speaker's original wording.

2 ANSWER WITH EVIDENCE

Use the passage

1. Quote the first sentence of the library's event notice, using an ellipsis to omit only the list of objects volunteers mend.

2. Quote the second sentence of the library's event notice, replacing "them" with a bracketed clarification.

3. Quote the first sentence of the crew member's account, using an ellipsis to omit only "near Maple Street."

4. Quote the second sentence of the crew member's account. Use brackets to clarify "Those drains," and an ellipsis to omit "toward the river,".

3 YOUR TURN

Your own words

Make a new edited quotation from the first sentence of the crew member's account. Use brackets to add a supported clarification and an ellipsis to omit words, then write one sentence explaining both changes.

ANSWER KEY

Quote With Care

GRADE 11 · 11.5.W.8

PART 1 · READ AND MARK

In paragraph 1, underline the ellipsis and circle the brackets in the editor's quoted versions so you can see how each change is marked. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Quote the first sentence of the library's event notice, using an ellipsis to omit only the list of objects volunteers mend.	**"At the repair café, volunteers mend … while visitors watch and learn."**
2	Quote the second sentence of the library's event notice, replacing "them" with a bracketed clarification.	**"The library lends tool kits on Saturdays, but borrowers must return [the tool kits] before closing."**
3	Quote the first sentence of the crew member's account, using an ellipsis to omit only "near Maple Street."	**"During heavy rain, the crew checks the drains … before the first bus arrives."**
4	Quote the second sentence of the crew member's account. Use brackets to clarify "Those drains," and an ellipsis to omit "toward the river,".	**"[The drains near Maple Street] carry runoff … not into the schoolyard."**

PART 3 · YOUR TURN (SAMPLE ANSWER)

"During heavy rain, the crew checks [storm] drains near Maple Street …" I added "storm" to identify the drains and omitted "before the first bus arrives" to focus on the conditions.

Accept other accurate bracketed clarifications and omissions in Part 3. Check that the ellipsis replaces words from the source and that any bracketed wording is supported by the passage.