

How to

...use inverted commas for quotations

If you quote in your writing what somebody else has said, either verbally or in a book or magazine, then you need to use inverted commas (also known as quotation marks) to enclose the words they used. You can use single (') or double (") quotation marks, but be consistent!

In your portfolio, you may wish to quote a source that you've found on the Internet. Here's an example:



The book I am going to use is called 'Chocolate Passion', which contains recipes that have appeared in 'Chocolatier' magazine. This is how the book is described :

'Chocolate is often the most visible ingredient on dessert menus and usually the best-selling dessert item. This book presents 56 inspiring new recipes developed and tested by editors at 'Chocolatier' magazine. Separate sections on white, milk, and dark chocolate make it easy to learn and master the secrets of working with every type of chocolate.'

This book would be a good source of new chocolate dessert recipes for the restaurant.

<http://www.wiley-vch.de/publish/en/books>

Your own writing

Book, magazine and article titles in inverted commas

Colon to introduce the quotation

Quotation

- Open with quotation mark
- Indent
- Copy carefully
- Close with quotation mark

Give the source

If you are just quoting a few words, you don't need to start a new line:

There are many free leaflets and fact sheets available on the Web. Some of those that are relevant to someone in catering are 'Food safety regulations', 'Guide to food hygiene' and 'Preventing food poisoning', which all 'provide topical advice for people working in the food industry'.

These can all be found at :

http://www.food.gov.uk/aboutus/publications/industry_guides

