

ENGLISH

SHIVOM CLASSES
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DIALOGUE WRITING

What is a Dialogue?

A dialogue is a conversation between two individuals on a topic understood and related to by both. It is an exchange of thoughts and opinions on any kind of topic or issue. A dialogue may either aim to form a concurrence of thought or differentiate one's point of view from the others.

Format of a Dialogue

A dialogue does not have any distinct format. However, some rules need to be followed to avoid confusion while pairing a statement with its speaker.

- When the names of speakers are not mentioned, the dialogues should be written within quotation marks.
Example: "I have an appointment today."
"What time is it?"
- In such cases, attributions like he said, she replied etc. should also be included.
Example: "I do not trust that man," he said.
- An attribution when used at the beginning of a sentence should always be followed by a comma (,).
Example: She said, "This is the clue we were looking for."
- When names of the speakers are included, they should be followed by a colon mark (:).
Example: Rita: How may I help you?
Mr Rao: Could you tell me the way to the boardroom?
- Every time the speaker changes, a new line should be used.
Example: Mother: What time will you be back?
Sara: The class will get over by 4, so I should be home by 4.30.
Mother: I may not be home when you come, but I will make some snacks for you before leaving.

Tips for Writing a Dialogue

- A written dialogue should appear spontaneous; therefore do not include elaborate sentences.
- While writing a dialogue, ensure that thoughts are expressed clearly.
- Make a short outline at the beginning so that all important points are given sufficient credit.
- Arrangement of ideas in the logical sequence is equally important. Jumping back and forth with thoughts makes the piece appear immature.

Sample Dialogues

SAMPLE 1

Dialogue between two friends

Arun: Hi Ravi, I was just going to give you a call.

Ravi: Hi! What is it? Did you have some work?

Arun: Yes, I have two passes for the Rankers concert to be held this weekend.

Ravi: That's great news. That is a very well-known band. How did you manage to get their passes?

Arun: You remember Rohan, my cousin?

Ravi: Yes, I do. What about him?

Arun: He works as an event planner and happened to be a part of the team organising this concert.

Ravi: So, did he buy these passes? How much did he have to pay for them?

Arun: Nope! He did not buy them. He got them as a complimentary gift from one of the performers.

Ravi: Well, he does have a very interesting job.

Arun: That he does. Anyway, will you be accompanying me or not?

Ravi: Of course, I will! This opportunity is not worth losing.

Arun: Well then, I'll see you on Saturday at 6 pm. Goodbye.

Ravi: Bye.

SAMPLE 2

Dialogue between two friends

Sumit: Raman, what is this? You opened your books once again? How can you think of books and studies on such a bright and sunny day?

Raman: What has books and studies got to do with a sunny day? I suggest that you study for awhile now since we have time.

Sumit: Like you said, we have time. We have a lot of time till the exams. But a day like today, once wasted, will not come back.

Raman: I am sorry, but I do not share your opinion. I believe that every minute wasted now will cost me a mark in my exams. I cannot afford to while away my time now.

Sumit: And what is the use of such marks? The way you are studying day and night will soon cause you to fall ill. If you do not take care of your health now, you will be collecting your results while lying on a hospital bed.

Raman: Sumit, you do have a point, but what about the exams? If I don't prepare now, I will lose on my marks which will in turn affect my career prospects.

Sumit: I understand your concern, but don't you think your health deserves equal importance? If you do not exercise your body just as you exercise your mind, your career will go down the hill.

Raman: I think what you are saying is correct. I understand your point now. Thank you for making the effort.

Sumit: You are most welcome.

SAMPLE 3

Dialogue between two friends

Rashi: Reema these photographs are beautiful. Who clicked them?
 Reema: They were clicked by my elder sister. You see she is a wildlife photographer.
 Rashi: And a very good one. She has a very good grasp on camera angles and shots.
 Reema: That she does. She has always been fascinated with nature. She has a way of getting a shot exactly the way she imagines it.
 Rashi: She must have visited many exciting places, isn't it?
 Reema: Yes, she has, but she prefers the hills in the Konkan region. She says that she finds a large variety of rare species here.
 Rashi: It all sounds very exciting. Her pictures are very inspiring.
 Reema: You are right. Her work has inspired me as well. I too hope to become a photographer like her one day.
 Rashi: That's great! Good luck to you. I hope you excel just like her.

SAMPLE 4

Dialogue between two friends

Keval: Hey Praful! Is your project ready for the exhibition?
 Praful: Yes, it is almost done. I just have to add a few finishing touches.
 Keval: That's great. I know that you will secure the first place like you always do.
 Praful: I am hopeful, but I'm not too confident about it. There are many good competitors this time.
 Keval: That is true, but I still have full faith in your skills.
 Praful: Thank you Keval. It's the support of friends like you which keeps me going.
 Keval: You're most welcome. So, can I have a look at it?
 Praful: Oh no! I'm sorry, but no one gets to see it before the final presentation next week.
 Keval: But why so, I'm your friend, right?
 Praful: That you are Keval, but I like to maintain a surprise.
 Keval: Very well then. I guess I'll see it next week only. Anyway, all the best and do well.
 Praful: Thank you once again. I'll give it my level best.

SAMPLE 5

Dialogue between two friends

Monty: Hi Minali, how are you?
 Minali: Monty! You're back! Hi, I am good. How are you? When did you return from Delhi?
 Monty: I'm good too. I returned just this morning and came right away to see you.
 Minali: That's why you are my favourite cousin. So, what did you get for me?
 Monty: I've come from Delhi Minu, not Dubai.
 Minali: So what, there has to be something you get there which we don't get here.
 Monty: Don't fret dear. I did get some things for you, but I have not unpacked; so, you'll have to wait.
 Minali: So how is your work and what brought you here so suddenly? Why didn't you inform us that you were coming?
 Monty: I have come to attend a business meeting. An urgent meeting came up suddenly that is why I did not get the time to inform you. I was too busy preparing for it.
 Minali: So how is work going, stressful as always?
 Monty: Work is going well. Stress is always there. That's part of the job. It's what makes me push my limits.
 Minali: Well, it's good that you love your job. That is the most important key to success.
 Monty: You are very mature for your age. I'm proud to have a sister like you.
 Minali: Thank you! That's enough talking for now. Let's go in and open some presents.

SAMPLE 6

Dialogue between two friends

Sonali: You look new to this place. Which school do you go to?
 Sakshi: Yes, I am and I go to Modal English High School.
 Sonali: I too go to that school. I am in Class 9. Which class are you in?
 Sakshi: I am in Class 7. We moved here last month only.
 Sonali: This is great. We can go to school together. Will you be travelling by school bus?
 Sakshi: Yes. I will be travelling by bus no. 3. Which bus do you go by?
 Sonali: I go by bus no. 2, but I can come with you too.
 Sakshi: Okay. It will be nice to travel with someone familiar.
 Sonali: So how do you like this place? Is it much different from your previous home?
 Sakshi: A little. But we haven't gone out much. We were busy unpacking and getting settled.
 Sonali: Well then, you should come with us to this park. It is nearby and my siblings and I go there every Sunday. Will you come? We will have great fun.
 Sakshi: I will ask my mother and tell you. I have to go now, good bye.
 Sonali: Good bye.

SAMPLE 7

Dialogue between Manju and a Railway Officer

Manju: Hello! My name is Manju. Can I speak to you for a moment?
 Railway Officer: Yes, how may I help you?
 Manju: I wish to speak to you about a project I am working on.
 Railway Officer: What kind of project and for what purpose?
 Manju: I have to make a project on the life and work of a motor man for my final year at college.
 Railway Officer: That's a nice topic. I am happy to hear that young adults like you care to research on topics like these.
 Manju: Thank you sir. Could you help me with the procedures I will have to follow if I wish to approach and interview a motor man?
 Railway Officer: First, you will have to get a written note from your principal stating that you are working on a college project and that the information you collect will solely be used for educational purposes.
 Manju: I will get that done. What else will I have to do?
 Railway Officer: Nothing much. Next, you will only have to let me know which motor men you will be interviewing so that a time can be fixed which doesn't interfere with their work schedules.
 Manju: Okay. Will that be all?
 Railway Officer: That is pretty much it.
 Manju: Thank you for your kind cooperation.
 Railway Officer: You are most welcome and good luck for your project work.

SAMPLE 8**Dialogue between two friends**

Prakash: Hello! Rajan, it's me, Prakash.
Rajan: Hi Prakash! How are you? Is there any reason you called so early?
Prakash: I am fine. Yes, I actually needed some help from you?
Rajan: Yes, tell me. What is it that you need?
Prakash: Could you help me draft an impressive resume? I have already written one, but it would be great if you could give it some polishing touches.
Rajan: Yes sure. I would be glad to help. When do you need it?
Prakash: Actually I need to mail it by this afternoon, which is why I called you this early?
Rajan: This is a very early notice, don't you think?
Prakash: I know I'm late, but I also know that you are a great friend and an expert at what you do. I trust you will be able to help me.
Rajan: Okay, enough flattery for a day. So, are you going to come here with it?
Prakash: I was thinking of mailing it to you. You can edit it and send it back as and when you are done.
Rajan: That's fine with me. Give me a call once you have sent it.
Prakash: Sure. Thanks a lot.
Rajan: You are welcome.

SAMPLE 9**Dialogue between two men**

1st Man: I thank you loving branch for your selfless service.
2nd Man: Excuse me, are you well?
1st Man: Yes, what's wrong with me?
2nd Man: I saw you talking to yourself that's why I came to enquire.
1st Man: Talking to myself? Oh no, I was not talking to myself. I was talking to this branch of the coconut tree.
2nd Man: This dried branch of a coconut tree? Well then, I was right in guessing that you are unwell.
1st Man: Why do you say so? We thank the people we love all the time for every little thing they do for us, don't we?
2nd Man: Yes, we do. We have to be grateful to them.
1st Man: You're right. And what about these trees, their branches, leaves and fruits?
2nd Man: What about them?
1st Man: Do you not realise that they live and die only for our sake. This branch for instance. It endures the heat of the Sun, the strong winds and the heavy rains while giving us shade. Moreover, it provides food for the plant everyday so that it can bear fruits for us. Finally, it dries up and withers away. Don't you think the least we can do for this generous branch is to thank it?
2nd Man: You have a point. We humans are so engrossed in our own selves that we take everything else for granted, so much so that an act of kindness seems insane to us. Thank you for sharing your thoughts with me.
1st Man: You are most welcome, and you're right. We need to be more sensitive to the world around us, especially the nature which serves us without demanding anything in return.
2nd Man: I'm glad I met you. You gave me a new perspective to life.
1st Man: It's my pleasure.

SAMPLE 10**Dialogue between two friends**

Tim: Where are you going, Tom?

Tom: I am going to the gift shop?

Tim: Gift shop? Is it somebody's birthday today?

Tom: Yes, today is the birthday of our maid's son.

Tim: You are going to buy a gift for your maid's son, are you out of your mind?

Tom: What's wrong in gifting the little boy on his birthday?

Tim: What's wrong you ask me? Everything is wrong. Who in their right mind celebrates a maid's son's birthday? They work for you; they are not your friends.

Tom: I don't agree with you. They too are humans and deserve little joys like a birthday celebration.

Tim: You are right, Tom, but it's not your responsibility to provide them with it. They work, don't they?

Tom: Yes Tim, but it's not like I'm sponsoring the child's college fees or something. It's just a small birthday present. Besides, they work for me, which means they make life easier for us. We do pay them, but little acts of kindness do not hurt do they.

Tim: Well, you have a point there. I can't argue with that.

Tom: Okay then, I better get going or I'll be late.