

II. Dialogue Writing

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A conversation is an informal spoken exchange of information, feelings,, thoughts and ideas. It usually takes place among persons who know each other. Conversations use speech as the medium of language and are, therefore, spontaneous and unplanned.

A dialogue is a written piece of conversation. It has, therefore, features of both speech and writing in it. Dialogue writing is a skill that helps us in developing both our speech and writing.

In a dialogue speakers and listeners keep changing their roles. Dialogues can be very short or long. A dialogue need not always contain grammatically complete sentences. In informal style, we hardly ever use complete sentences. For example,

A : Posted my letter ?

B : Not yet.

It would be very artificial to have the same dialogue in complete sentences as:

A : Have you posted my letter ?

B : I havt: not posted if yet.

The levels of formality or informality in style depend on the topic, the purpose of communication and the relationship between the participants.

In dialogues, appropriateness is as much necessary as correctness. A greeting, a question, a compliment are to be responded appropriately. Contracted forms like 'I'm, it's, you're' etc are preferred in informal style.

Apart from responding appropriately to a compliment, it is also necessary to add some relevant information so that the dialogue is carried forward.

Look at the two examples of the same dialogue

1. A : Your shirt is very nice.

B : Thanks for the compliment. .

2. A : Your-shirt is very nice.

B : Oh. I'm happy you like it. I bought it in Ahmedabad and it cost me only Rs. 190/-

A good dialogue has an element of surprise or shock.

A dialogue must not be totally predictable.

Look at some examples of dialogue writing.

Getting relevant information from the Inquiry Clerk

Rajiv : Excuse me, I need some information regarding trains for Hyderabad.

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- Clerk : Certainly. You see there are two direct trains to Hyderabad every day. The first is Mumbai- Hyderabad Express.
- Rajiv : When does it leave Pune ?
- Clerk : At 5.20 in the evening.
- Rajiv : And when does it reach Hyderabad ?
- Clerk : At 5.30 next morning.
- Rajiv : It seems to be a little too slow.
- Clerk : Yes, it is slower than Minar Express, which leaves Pune at 2.30 a.m. and reaches Secunderabad at 11.15 the next morning.
- Rajiv : But, you see, I want to go to Hyderabad and not to Secunderabad.
- Clerk : But you know, practically it's the same. Hyderabad " and Secunderabad are just twin cities and you can easily move from one to the other.
- Rajiv : Oh, I didn't know this. Thanks a lot for this information. Are there any other train's ?
- Clerk : Thesedaysthere'sahdldidayspecialtraintoHyderabad. It leaves Pune at 2.30 p.m. every Thursday.
- Rajiv : I think my chances of getting a reservation on this train are brighter. Not many people would know about this train.
- Clerk : I believe so.
- Rajiv : Thank you once again for very useful information.
- Clerk : You're welcome.

Note that a dialogue must sound like a natural conversation and there should be no element of artificiality in it.

Discussing One's Carreer

- Manoj : You know I am fascinated by music. I would certainly like to make music my career.
- Rajesh : I can appreciate your interest in music, but I doubt whether you should neglect your studies for the sake of music.
- Manoj : So you don't believe I can make a career out of it.
- Rajesh : No, I only want you to understand how difficult it is. There is tremendous competition and I know many talented musicians who can't earn their living easily.
- Manoj : But do you think I will surely get a job if I concentrate on my studies ?
- Rajesh : No one can guarantee anything.

- Manoj : In that case, I feel there are very good oppoi now in the field of music. Do you remember I j cassette to the producer of one of the TV progr* ? I have just got an invitation from him asking i participate in their TV programme. I'll really put to 'best into the programme. May be some music dir. or producer will watch the programme and give -opportunity to sing for him. .
- Rajesh : I think you are just carried away by your dreams !
- Manoj : But there's nothing wrong with dreaming. Lefc dream and then let me do my best to realise dreams.
- Rajesh : All right. Best of luck to you

Activity

Imagine the following situtations and write a dialogue for each situation. Then practice the dialogue with a friend.

1. Your met a childhood friend of yours at a supermarket. You greet each other, chat a little and leave.
2. A dialogue between two friends after facing an interview in an M.N.C.
3. A conversation between two classmates on preparing for a group discussion.
4. A conversation between two boys, one of whom is habitually despondent and thinks that luck is against him, whereas the other is of a more practical turn of mind.
5. Your friend wants to volunteer for the Swatch-Bharath mission. What would you advice?
6. A conversation between a customer and a clerk regarding the reservation of a room.

Answers :

- 1) You : Hi! Suresh! What a surprise! I think it's ages since we met.
- Suresh : Hi!, Raju! Really it is a great surprise to meet you here after a long time.
- You : How come you are in this supermarket ?
- Suresh : Recently I have been transfered to the city. I could not meet you as I donot know your address or phone number.
- You : What are your children doing ?
- Suresh : My son is in the USA and daughter is studying medicine in Guntur. How about your children ?
- You : I married off my elder daughter and my younger daughter is studying MBA .

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- Suresh : I'm extremely pleased to meet you and we can regularly meet here after. This is my address. Do come to my home.
- You : I too feel the same. It's my mobile number. We'll meet you later, Bye !
- Suresh : Bye
- 2) Karthik : Hai, Shanmugh. I have seen you after a long time. How is life?
- Shanmugh : Fine Karthik. I have applied for an M.N.C. I have attended the interview in Tech Mahindra.
- Karthik : How was the interview?
- Shanmugh : I have done it well. The technical interview round was a little bit tough. But I think I can succeed as I have a good experience in Wipro.
- Karthik : I am working in TCS for the past three years. When will they inform you?
- Shanmugh : They said they would call me within two days.
- Karthik : I am sure you will get the job. My office is in the third floor. Let us move to the canteen
- Shanmugh : Thank you. I have to meet my uncle, who is waiting at the GVK mall. See you later.
- 3) Suneel : Hai Vimal, You feel so tensed
- Vimal : Yes, I am getting ready for the on campus interviews
- Suneel : Vimal, let us discuss what we have to do to face the interviews
- Vimal : Suneel, after the formal introduction we have to concentrate more on the JAM sessions and Group Discussions
- Suneel : As far as JAM sessions are considered, we can manage as the time constraint is limited to one minute. But when it comes to GD's we have to be careful
- Vimal : You are right Suneel. We don't know whether they would ask us the current topics, socio-economic topics or case studies.
- Suneel : It is better to concentrate on relevant topics too. We have to be conscious in initiating the topic as it is the vital element to decide our position.
- Vimal : Yes, Suneel. Let's concentrate on a few current topics and gather relevant information on it, so that we would have sufficient information on hand
- Suneel : All the best Vimal.
- 4) Mohan : Hi! Ram! How're you!

- Ram : Not so well Mohan
- Mohan : Why are you in such a gloomy mood?
- Ram : I think my stars are not favourable to me. I am facing bad days.
- Mohan : Why do you think so ?
- Ram : I feel that luck is against me. That's why I couldn't do anything successfully.
- Mohan : Don't speak rubbish. Don't depend on luck.
- Ram : What should I do when every work I take up is miserably failing.
- Mohan : Depend on your ability. Have belief that you could do anything. Then only you will be successful.
- Ram : Thank you, Mohan. I'll try.
- 5) Arun : Prabhakar, Are you busy? I have come for an advice?
- Prabhakar : Come on Arun. How can I help you?
- Arun : I want to join as a volunteer in the Swatch-Bharat mission. How would it be?
- Prabhakar : It's an excellent idea. People have become conscious after the Prime Minister has announced the Swatch-Bharat. I could see a great change in the schools and organizations. But we need more volunteers to make the programme instrumental. My friend is already working as a volunteer for this programme. I will introduce you to him
- Arun : Thank you Prabhakar. Can we meet your tomorrow?
- Prabhakar : Yes, I will call him and let you know by evening.
- 6) Clerk : Good morning, Sir. What can I do for you ?
- Customer : Good morning. I want a room reserved for me.
- Clerk : On which dates, sir ?
- Customer : On 15th and 16th of March.
- Clerk : Do you want AC or Non AC, Sir ?
- Customer : I want an AC double room for me and my family.
- Clerk : It costs Rs. 1200 a day, sir.
- Customer : Here is a cheque for Rs. 2400/- please reserve it for me.
- Clerk : Sure Sir. You're always welcome.
- Customer : Thank you.

★ *Making enquiries about a Computer Course*

- Azeem : Good Morning. My name is Azeem.
 Manager : Good Morning, Mr Azeem ! How can I help you ?
 Azeem : I heard about the Computer courses at your institute. I came to find out more details.
 Manager : Which course are you interested in ? We offer C++, Java, HTML...
 Azeem : I need to join a very basic course. I don't even know how to log on to a computer.
 Manager : We offer introductory courses of 10 days and 20 days duration.
 Azeem : What's the difference ?
 Manager : The first requires you to practise at home. The second gives you more practice at the institute itself.
 Azeem : I'll take the 20-day course. And the fees ?
 Manager : Rs. 2000. To be paid fully in advance.
 Azeem : Ok. Please give me the application form.
 Manager : Here it is.
- ★ *Principal and a student who is applying for leave*
- Ranga : Good Morning Madam ! May I come in ?
 Principal : Yes, come in, Ranga. What is it ?
 Ranga : Madam, I need permission to be absent from college for two weeks.
 Principal : Two weeks ? That's a long time. What is the reason ?
 Ranga : Madam, my sister is getting married on the 3rd August.

★ *Fixing an appointment with the doctor on the phone*

- Principal : 3rd August is a long time off.
 Ranga : Madam, I have to help in making the arrangements.
 Principal : But you will miss classes for two weeks.
 Ranga : I will work extra hard, madam.
 Principal : Alright.
 Ranga : Thank you so much for giving me permission.
- Secretary : Hello, Drishti Eye Clinic.
 Meghna : Hello ! May I speak to Dr Sudhakar Reddy ?
 Secretary : He is busy right now. Is it for an appointment ?
 Meghna : Yes, I have called to fix an appointment for next week. Any day will do.
 Secretary : Let me see. Will Friday be ok ? We have free slots at 5.30 pm and at 6.15 pm.
 Meghna : Sure, at 5.30 pm will be ok.
 Secretary : Your name ? And mobile number ?
 Meghna : My name is Miss T.D. Meghna. My mobile number is 9345672134.
 Secretary : Please report at the desk 15 minutes before the appointment with relevant reports, if any.
 Meghna : Thank you ! I'll be there by 5 pm on Friday.

★ **Stranger seeking directions**

- Stranger : Excuse me.
 Naresh : Yes, please.
 Stranger : Could you please give me the directions to Telangana Yuvathi Mandali?
 Naresh : Sure. Go straight till you reach YMCA Circle, Narayanaguda. Then ...
 Stranger : Just a minute. Approximately how far is the Circle from here?
 Naresh : It's about half a kilometer from here.
 Stranger : From there?
 Naresh : At the Circle turn right and go straight for a kilometre till you come to Barkatpura Chaman. Turn left there and proceed straight. It's the 3rd or 4th building on your left.
 Stranger : You've been very helpful. Thanks a lot.
 Naresh : Oh, that's ok. Hope you find the place without a problem.

★ **Father explaining to son about mobile etiquette**

- Gopal : Thanks, Dad, for the mobile you gifted me. It's great! Just what I wanted.
 Father : Gopi, it's not enough to own a mobile. You must also observe mobile etiquette.
 Gopal : What's that? I'm not sure I understand. Could you please elaborate, Dad?
 Father : There are certain unwritten rules you should observe when using a mobile.
 Gopal : Oh, like not using it in the classroom when the lecturer is teaching?

★ **Neighbour giving tips for attending an interview**

- Father : Not just that. When you are in the company of others it is impolite to keep talking on the mobile, or to keep checking mail and sending messages. Similarly, in public places you must keep your mobile in vibration mode.
 Gopal : True, people around would be disturbed, otherwise. Thanks Dad for your suggestions.
 Anand : Come in, Anand. Long time since I've seen you. Hope you're studying well.
 Anand : Uncle, I've completed B.Sc., and am looking for a job. In fact, I have an interview next week.
 Vidyasagar : Congrats! All the best.
 Anand : I thought I'd take a few tips from you as you are the head of H.R. in your company.
 Vidyasagar : Sure! What's the name of the company that called you for the interview?
 Anand : TFG Motors. It's a new company with the headquarters in Chennai.
 Vidyasagar : Well, the first thing you should do is to find out whatever you can about the company and about your job profile.
 Anand : I'll look it up on the internet, uncle, and also contact them on the mobile.
 Vidyasagar : Don't be nervous during the interview. Speak in a polite manner and give direct, complete answers to questions. If you don't know something, tell them frankly.