

14/9/2021

DIALOGUE WRITING

POINTS TO REMEMBER :

- ★ Check tense while writing a dialogue.
- ★ The dialogue should be clear and relevant to the topic.
- ★ Formal language should be used.
- ★ Complete the dialogue.
- ★ Dialogues should be short and crisp.
- ★ Read the preceding and following dialogues.
- ★ Understand the topic well and make points.
- ★ It should seem like a natural conversation.
- ★ The words used should not be vague and should convey the message.
- ★ No mono-syllable answering.

SAMPLE

Complete the dialogue between Nasir and yourself.

Nasir: Hello! Is it 9419125586?

Yourself: Yes please, whom do you want to talk to?

Nasir: Could I please talk to Mr. Khan?

Yourself: I am afraid, Daddy is not home. Do you have any message for him?

Nasir: Yes, please tell ~~he~~ him that the meeting fixed for today stands cancelled.

Yourself: It has been cancelled?

Nasir: That is right. Please also tell him to call me back on this number, will you?

Yourself: Yes uncle, I have noted it down and will remind him of it.

I Complete the dialogue between a clerk and a passenger:

Clerk: Good morning! How may I help you?

Passenger: I want a reservation of two tickets to Delhi.

Clerk: Have you filled the ~~ticket~~ information form?

Passenger: Here it is.

Clerk: Thank you, please wait for just a moment while I check this...

Passenger: Alright, ~~thanks~~

Clerk: ~~Your~~ Thank you for waiting, sir. Your information seems to be in place, here are your tickets to Delhi.

Passenger: Thank you very much.

Clerk: Thankyou for choosing Air India. Have a safe flight and a great day!

Passenger: ~~The~~ Sure, you too!

① Dialogue between two friends on the topic of air pollution: