



Department of Open & Distance Learning Punjabi University, Patiala

**Class : B.A. II (English)
(Communication Skills)**

Semester : 4

Medium : English

Unit : 2

Lesson No.

- 2.1 : Paragraph Writing
- 2.2 : More About Paragraph Writing
- 2.3 : Dialogue Writing

Department website : www.pbidde.org

LESSON NO. 2.1

PARAGRAPH WRITING

What is a paragraph ?

- (a) “A paragraph is a group of sentences that help to express one idea”—
Alderton Pink.
- (b) “A paragraph is a number of sentences grouped together which relate to one topic; or a group of related sentences that develop one point”.—
Martin.

As is clear from the above definitions, a paragraph is a group of sentences dealing with one main idea or theme. It is a division of a piece of writing, a new line. This division is made whenever a new idea is sought to be conveyed. The division of a piece of writing into paragraph is a convenience as well as a necessity.

Essential features of a paragraph :

The essential features of a good paragraph are :

Unity	Order	Emphasis
Variety	Clarity	

Unity : As paragraph is the expression of one central idea or theme which must have unity : that is, all the sentences employed in a paragraph should help to express or bring out the one main idea or theme of the paragraph. Any sentence which does not develop the thought of the preceding sentences or which does not contribute to the whole effect should be rejected as irrelevant.

Order : This means that the thoughts which a writer seeks to convey in his paragraph should be arranged in a clear and logical manner. There should be no incoherence in presentation. Each sentence should have a natural relation to the next one. All thoughts should be closely connected with the main idea and arranged in order of their importance.

Emphasis : Emphasis is another important feature or principle of paragraph writing. It means giving space and position to a sentence according to its importance in relation to the central idea; in other words, a more important sentence or statement should receive more emphasis than a less important one.

The key-sentence, which has a direct relevance to the topic of the paragraph, should be given the greatest prominence.

This can be done by placing the topic sentence either at the beginning or at the end of a paragraph. And since the beginning of a paragraph has a more emphatic position than the end, it will be advisable to place the topic sentence at the beginning.

Variety : The construction of sentences in a paragraph should be varied. In a good paragraph there is an alternation of long and short sentences. Such sentences ensure better rhythm and effect in writing. Repetition of words should

also be avoided so as not to produce a monotonous effect.

Clarity : All the ideas should be conveyed in a clear and lucid manner. Confusing thoughts and expressions should be avoided.

Length of a paragraph :

There are no rigid rules about the length of a paragraph. Much depends on the nature of the topic. However, fifteen to twenty lines of ten words each should be the appropriate length of a paragraph. Remember, when an argument is developed in a paragraph, sentences should be so arranged as to lead to the climax towards the end. Always avoid digressions and repetitions so that the main idea is not relegated to the background. A paragraph is not a collection of sentences. It should be a coherent composition with proper beginning, middle and ends.

Technique of paragraph writing :

The writer of a paragraph should explain the subject in the first few lines and then proceed to illustrate it with examples from life and literature. If the paragraph is to be written on a well known saying like 'A little learning is a dangerous thing' or 'A thing of beauty is a joy for ever', the student will do well to trace the source of the quotation (provided he is on a sure ground) and even explain its context in brief, if necessary.

The opening sentence of a paragraph should preferably be the topic-sentence, that is, one which indicates the topic or theme of the paragraph. It should be crisp and telling. One may, however, begin a paragraph with a suitable quotation or even with a question. But it should be followed by relevant details which contribute effectively to the development of the subject in hand. The concluding sentence should be natural and logical and should have an air of finality about it.

A writer has beautifully summed up the technique of paragraph construction: "Beginning clearly with the main thought of the paragraph; expand your thoughts in a few clear sentences smoothly connected together and close firmly on the keynote of the whole."

Some model paragraphs :

SILENCE IS GOLD

'Speech is silver, silence is gold' is an immortal German Proverb. It contains a great deal of wisdom in it. It is a practical tip for success in life. A person who wags his tongue freely in his cheeks may come to grief one day. Certain occasions require restraint and the dignity of silence on our part. If we loosen the brake on our tongue it will land us in awkward situations. Sometimes indiscreet talking leads to disastrous consequences, particularly when one is dealing with one's superiors. One should always be cautious with one's words. A wrong word sometimes proves more dangerous than a sharp edged weapon. A person may forfeit the good

will and confidence of his friend, however informal he may be, by a hasty and impulsive remark. It is always safe, therefore, to speak less and rather be at the listening end. Silence is the hallmark of wisdom. Wise people and philosophers often keep quiet. It has been well said, "Give every one thy ear, but few thy tongue."

A LITTLE LEARNING IS A DANGEROUS THING

"A little learning is a dangerous thing", so says Pope in his *An Essay on Criticism*. And Pope is unquestionably right. A quack or pretender with little knowledge may do—in fact it always does, great harm to any society. There is no doubt that a teacher with superficial knowledge and half-baked ideas will misguide his students. Doctor with deficient professional skill will do nothing but 'kill' his patients. Similarly an engineer who is ill-qualified will build defective dams and bridges which can cause accidents resulting in loss of human life and property. An ignorant politician can pervert public mind and mislead the nation. But in any sphere of life - literary, social, economic or religious a little learning is always a dangerous thing. But the irony of it is that the professors of shallow knowledge are generally vain and boastful. On the other hand, true scholars are modest and humble. It is no use being jack of all trades and master of none. One must have perfect mastery over one's subject before one sets out to practise a profession. Besides, true learning gives us genuine satisfaction. It raises us in the estimation of people and enables us to serve the community better.

HANDSOME IS THAT HANDSOME DOES

This saying implies that true beauty of a person does not lie in his physical appearance, it is connected with the beauty of the mind of the soul. In other words, a person should be judged by his good and noble actions. What is the good of a person who is beautiful from outside but vicious and venomous from within ? That is why the Greek philosopher Plato and, in our times, Gandhiji insisted on the combination of the truth, the good and the beautiful. According to the latter that person is beautiful in the real sense of the term who is pure both in thought and deed. In English poetry Spenser and Keats are worshippers of beauty which is synonymous with truth. An apple which is attractive to look at but is rotten from within is useless. The same is true of a woman who is beautiful but immoral. In fact, mere physical beauty and glamour become, at times, a cause of serious trouble. Troy was burnt down all for the sake of that beautiful woman, Helen. The world actually honours men of truth, virtue and character. Socrates, though ugly looking, is remembered as a great philosopher. Abraham Lincoln, despite his lean and unimpressive face, will go down in history as a champion of the rights of the down trodden.

Only the actions of the just
smell sweet and blossom in the dust

WHERE THERE'S A WILL THERE'S A WAY

“Impossible is a word only to be found in the dictionary of fools”, so said Napoleon, the man of iron will and firm determination. Napoleon found no obstacle too great to be overcome. On the occasion when in the course of his outward march his soldiers told him that there were the Alps on the way, Napoleon emphatically declared: “There shall be no Alps”. It is only a weak and irresolute person who throws up his hands in despair. A man with courage, initiative and enterprise wins the battle. He is not daunted by initial failures or temporary set-backs. We have the brilliant example of king Robert Bruce of Scotland before us. His perseverance bore fruit. Great inventors and discoverers of the world could not have made their mark in life but for their steadfastness and strong will power. Lives of great men remind us that they all achieved their goals through continuous efforts. Gandhiji fought a successful bloodless battle against the mighty British Empire. George Washington welded the one time thirteen states of America into a powerful Federal Union. Thus it is clear that once we address ourselves to any task or mission, it lies within us to accomplish it.

THE PEN IS MIGHTIER THAN THE SWORD

Time has passed when the sword was mightier than the pen. That was a time of brute force when might was right. But thanks to the advancement of civilization, it is not so now. If we examine the statement under discussion carefully, we shall find that the success achieved with the pen is more constructive and therefore more lasting than that achieved through the sword. After all, what do people gain by wielding the sword? They carry hurricane and fire with them. They shed blood and feel elated over their victories. But such achievements, destructive as they are, are short lived. The vainglorious warriors like Alexander the Great, and Timur would have been forgotten but for the space granted to them in the annals of history by the pens of historians. While the glories of blood are a passing show, the achievements (through the pen) of poets, scientists and philosophers are cherished for ever. Today when ideas rule the world, the importance of the pen can be well understood. By his own single idea (communism) Karl Marx brought about a revolution in the world. While the sword brings us the victories of war, the pen has to its credit the victories of peace. And surely the victories of peace are more renowned than the victories of war.

WORK IS WORSHIP

Work is akin to prayer. God created man in His own image. If God himself worked for six days to create this universe, we may be sure that he expects man “who is the roof and crown of things”, not to fool away his time. Slothfulness is a sin. An idle man’s brain is a devil’s workshop. Far from making a headway in life the idlers go down. Work, on the other hand, gives one a distinct edge over others. It adds to one’s self-esteem as well. It is given only to a true worker to experience

the glow of satisfaction, the relish of rest and the zest of a holiday. Says the **Bhagvad Gita**, “If I do not work, the work will perish.” We would have had no history of human progress and civilisation worth the name but for sincere workers and toilers. The devoted work of each individual, whatever his vocation, is his worship. How indebted we are to those gifted men who have enriched the stock of knowledge of literature and science and religion, who have alleviated human suffering and who inspired the world to a better and noble life ! It is in their work indeed that the true worship of their Creator lies.

A THING OF BEAUTY IS A JOY FOR EVER

It is the opening line of Keats’s famous poem “Endymion” revealing the poet’s love of beauty. Beauty in any form is a source of great delight and inspiration. A pretty maid with a charming smile and graceful gait, a Venus in sculpture, a beautiful landscape with the sunlit meadows below and a multi-coloured rainbow above these are sights one would love to witness. For such lovely sights are not a source of immediate delight only, they are a storehouse of joy for future as well. Wordsworth once saw a host of golden daffodils and they became for him a permanent source of joy—a “bliss of solitude”. Those who go about sight-seeing develop a cheerful outlook. They look refreshed and lively. They have drunk deep of the beauty of the Taj, the Ellora caves and the Golden Temple and this beauty is reflected in their faces. Beauty is not only physical but mental, moral and spiritual as well. A good book, a noble deed, a thrilling movie, a sweet-song are all things of beauty. Beautiful objects and persons make life worth living. The world without beauty would be a dull place to live in.

WHAT IS THIS LIFE, IF FULL OF CARE

We have no time to stand and stare ! In these lines, taken from the poem “Leisure”, W.H.Davies, a modern poet, expresses a universal truth. He ridicules the life of stress and strain of modern man and emphasizes the importance of leisure. It is a fact that life without leisure will be devoid of pleasure. Life is meant to be enjoyed and lived well. One should not get hopelessly involved in materialistic pursuits that blunt one’s aesthetic sense and zest for life. We often find that people in high position have no time for relaxation. They lead a life of high pressure and consequently suffer from mental tension and uneasiness. We must pause to look around. We must breathe leisure. We must stand and stare. Nature has a rich feast to offer to us. Let us partake of this feast. It soothes our nerves. A walk across a landscape will refresh us a great deal. If you are not a nature-enthusiast you may take to reading, painting, music—anything in fact affords you a break or change from normal routine. In modern age of rush and fuss, leisure is of great importance. In the community welfare schemes in the U.S.A., leisure occupies a special place. Let us enjoy leisure and make our life full of pleasure.

HONESTY IS THE BEST POLICY

It has been rightly said that an honest man is the noblest work of God. Honesty is one of the finest traits of human character. Without it, life would become a mess. All religions lay emphasis on upright conduct. Honesty requires that a person should be fair in all his dealings. In the business world no transaction will be possible without faith, trust and honesty. Actually it is honesty which breeds faith and trust. A dishonest person (like the Artful Dodger) will be found out sooner or later and he must fall and suffer disgrace. Such is the lot of those persons who indulge in hoarding, black marketing and profiteering. They may reap profits and flourish temporarily but they must suffer in the long run. Honesty is as much essential in personal and commercial dealings as in the social and political spheres of life. Gandhiji rightly advocated the practising of morality in politics. By morality he meant clean and honest conduct. Honesty is practical virtue, it ensures us success, peace of mind and happiness. Let honesty be the guiding principle of our life.

ROME WAS NOT BUILT IN A DAY

The city of Rome, known as a wonder of civilized world, was not created all at once by means of Alladin's lamp. It was step by step that it attained its present beauty and grandeur. The city as it stands to-day, is a testimony to man's patience and perseverance. What is true of Rome is equally true of the modern magnificent city of Chandigarh. The Taj at Agra, it is said took twenty years to be completed with ten thousand men working over it daily. Not only do the buildings, dams, roads and bridges consume time and labour in their construction, in fact, all progress in the domains of art and science has been made by degrees. Man has gradually progressed from Barbarism to civilization. Nations are not built overnight. India herself attained independence after a long period of struggle suffering and sacrifice. For the achievement of a goal what is needed is patience, continuing application and firmness of purpose. A farmer who sows in the evening cannot expect a crop the next morning.

LESSON NO. 2.2

MORE ABOUT PARAGRAPH WRITING

Dear Student,

In the previous lesson we gave you some directions on paragraph writing and also provided you with some model paragraphs. In this lesson we shall give some more model paragraphs on objects, persons, places and events.

TELEVISION

Television is one of the gifts of science to mankind. There is a television in almost every house these days. It is the most popular form of entertainment which benefits people of all age groups. Many of the T.V. programmes are of great educative value e.g. U.G.C. programmes, documentary films, quiz programmes etc. Besides this, the national network gets us acquainted with the different parts of the country, the people in other states, their culture, dresses, dances etc. Sitting at home we can watch live programmes happening anywhere in the world e.g. important summit meetings, Olympic games, Republic day parade etc.; movies and chitrahaars have a great attraction for the younger generation. The telecast of great epics like “**Mahabharata**” and “**Ramayana**” have greatly highlighted out ancient history and mythology. But at the same time television has certain drawbacks. Excessive viewing of the television is certainly harmful especially for the children. Sometimes children watch the T.V. even at the cost of their studies. Some people call the T.V. an idiot-box. But despite its drawback, we must agree that the television is certainly the most educative and informative form of entertainment.

NEWSPAPERS

Newspapers are an integral part of modern life. The first thing that a person looks for in the morning is the newspaper. We have a newspaper in almost every language. In fact, it is our main link with the outside world. It provides us with the latest information about the day to day happenings in the world e.g., research in various fields, latest invention, political situation of a country, wars between nations, natural calamity or disaster in a nation etc. The editorials in the newspaper provide a very interesting and informative reading. Moreover, in a democratic country newspapers are a very important platform for voicing public grievances. Almost every newspaper devotes one full page to sports and also brings out supplements on science etc. The newspapers are of great help for persons looking for jobs and also for those who want to buy or dispose off property. Sometimes newspapers also act as match makers through their matrimonial advertisements. Had there been no newspapers we would have been completely cut off from the outside world. Newspapers keep us in the mainstream of the day to day happenings.

PT. JAWAHAR LAL NEHRU

Jawahar Lal Nehru was the first Prime Minister of India. He was born in Allahabad. His father Moti Lal Nehru was a lawyer of great repute and wealth. Jawahar Lal Nehru received his higher education in England and returned to India, in 1912 as a barrister. Nehru was the architect of modern India. He was a disciple of Mahatma Gandhi and he stood for peace. He struggled for the Independence of India and was elected the President of National Congress several times. He was the author of several books, e.g. **Discovery of India**, **Glimpses of World History**, etc. He was an apostle of peace and true lover of humanity. India progressed by leaps and bounds under his leadership. Nehru was one of the founder members of the Non-Aligned Movement and the first Asian Games were also held in Delhi through his efforts. Nehru died on 27th May 1964. Several welfare schemes and programmes have been launched by the Government to commemorate this great leader, e.g., **The Nehru Rozgar Yojana**. Nehru was indeed a true patriot and a great statesman.

THE POSTMAN

The postman is a familiar figure in every town and village. To some he brings joy and others sorrow. But everybody looks forward to his arrival. He is dressed in a Khaki uniform and carries a leather bag over his shoulder. His duty is to deliver letters and parcels and pay money-orders to the addresses. He gets them from the post office in the morning and arranges them according to the situation of the houses and shops of the addresses. He goes from house to house and from shop to shop delivering letters and paying money-orders. His life is hard and busy. He has to walk long distances daily. Despite rain, heat and severe cold he has to be very regular in his work. Besides, he has to do his work carefully because a little mistake on his part might bring him into serious trouble. As compared to his work he is paid very little. He is a very useful government servant. He helps people in all parts of the world to keep in touch with one another through the letters he delivers.

OUR COLLEGE LIBRARY

A good library is the soul of an educational institution. My college also has a big library and it is housed in a newly constructed spacious building. Our library is the most well-equipped library in the city and it consists of more than 75000 books. The books are arranged very systematically in different cupboards and students have no problem in locating them. Books are issued to students for a fortnight. Apart from this there is reference section which consists of books required by students for everyday consultation. Almost every journal and newspaper is available in the library. There is perfect silence in the library. Students can be seen sitting in the reading room and going through books and magazines. The library staff is extremely polite to the students and always helps

them in locating the books. Big pictures of great educationists are hung on the walls of the library. Besides this, quotations and important remarks of great people are also written in bold letters on wooden-boards on the walls. All these inculcate a love of reading among the students. A good college library is, indeed, an asset to the students as it adds to their knowledge and widens their outlook.

A RAILWAY STATION

A railway station is undoubtedly one of the most exciting and busy places in a city. The whole place is full of hustle and bustle. The high roof on the platform contributes to an exciting echoing of all the noises around you; we can hear unintelligible announcements made on the loudspeakers regarding the schedule of the trains. Porters can be seen carrying heavy bundles of luggage and passengers running after them to board the trains. The hawkers' cries take a special turn at the railway station. The choice of thing one might buy is astounding-toys, sweets, books and magazines. The people, of course, form the main attraction at the railway station. A more heterogeneous sample would be difficult to locate anywhere other than at a railway-station of a big city. Some people can be seen sitting on their luggage and waiting for trains. When the train arrives preceded by a whistle growing louder and louder as it approaches, the station is full of commotion as people wish to board the train. After the train departs there is a comparative quiet, the lull is temporary. Soon, another train will come, and the scene will throb with activity again. The noise, bustle, and dirt, all this makes a railway station worth a visit.

REPUBLIC DAY CELEBRATIONS

Republic Day, which falls on 26th of January is indeed a red letter day in the history of India. On this day, in 1950, India became a republic. This day is celebrated both at the state level and national level. At the national level we have very elaborate celebrations in Delhi. There is a very grand march past by our defence forces, N. C. C. cadets and school children. The president comes in his traditional coach pulled by horses and he takes the salute. In the parade models of our latest weapons, aircrafts and ships are displayed. Different states also represent themselves in their traditional costumes and present their folk dances. People from all walks of life gather there to watch the celebrations whereas some watch the whole programme live on their television sets. We also have speeches by the President and the Prime Minister instilling the feeling of nationalism and patriotism in the people. Several awards like gallantry awards, Padma Bhushan and Arjuna Awards, are also given on this day. The state level function is presided over by the Governor or the Chief Minister. There is a march past by police personnel, boy scouts and girl guides and cultural programmes by school children. 26th January is a public holiday and this day certainly has a message for every Indian.

ANNUAL SPORTS DAY IN COLLEGE

Sports day is one event that students in colleges really look forward to. It provides them a good break from their studies. Sports Day is usually organized towards the end of the academic session. On this day the whole college hums with activity. The grounds are cleaned up and beautifully decorated. Chairs are arranged on one side for the visitors and normally an eminent sportsman is invited as the Chief guest. There are several races like the 200 m. race, 500 m. race, sack race, hurdle race etc. Many students participate in javelin and discuss throw events. It's a lot of fun watching slow cycling and hurdle race. Many students even fall and hurt themselves. After the various events, students present a cultural programme. In the end prizes and trophies are given to the winners amidst thunderous applause. It is indeed a proud moment for the winners. The Principal reads out the annual sports report highlighting the achievements of students in different sports. Such events keep the atmosphere of a college very lively and active, and they should be a regular feature.

LESSON NO. 2.3

DIALOGUE WRITING

- 2.3.0 Introduction
- 2.3.1 Objective
- 2.3.2 Types of dialogue
 - 2.3.2.1 Inner Dialogue
 - 2.3.2.2 Outer Dialogue
- 2.3.3 How to Write a dialogue
 - 2.3.3.1 Qualities of good dialogue
 - 2.3.3.2 Shortcomings of a dialogue
- 2.3.4 Tips for writing dialogue
- 2.3.5 Aids and skills of Dialogue Writing
- 2.3.6 A brief review of concepts
- 2.3.7 Procedure to be adopted
- 2.3.8 Samples

Dialogue Writing

Introduction:- Communicative skills can be divided in many probable types; each being suitable for a particular communicative needs. Dialogue writing is on such particular mode of interaction at social level. Human beings converse in day to day interaction. In novels and short stories dialogues unfold events as well as reveal and delineate characters. Though dialogue writing is a literary skill yet even at academic level, it inculcates writing skill and enhances linguistic competence. Therefore student should learn its subtleties. Many elements constitute a dialogue. Student should be aware of these elements and acquire ability in expressing them flawlessly.

What is Dialogue Writing:- Dialogue writing can be defined as an ability to produce a composition containing specific interactive exchange of ideas with an intent to express thoughts of two or more individuals. In other words it is an exchange of ideas based on interaction of two or more than two individuals discussing certain aspects of a topic. It has a particular objective and a subject.

Objective:- The basic objective of teaching the skill of dialogue is to make students efficient in his communicative skill. Though not a common requirement, it is very helpful in developing mastery of language and tackling subtleties of social communication.

Types of Dialogue:- There are two types of dialogue from literary point of view.

(i) Inner Dialogue:- Inner dialogue is a kind of conversation with one self. In literature

it is expressed by means of technique known as stream of consciousness. It is also referred to as interior monologue.

(ii) Outer Dialogue:- Outer dialogue is a form of conversation between two or more than two people. The dialogue of this type in a literary works helps in furthering the plot.

How to write a dialogue:- Dialogue writing being a written composition requires a certain degree of linguistic control. The writer has to be aware of conventions involved in such writing. A good mental visualization ability is an asset. Apart from these, one should have a sense of streamlining length and flow which is essential to avoid pitfall of imbalance while writing dialogue on a given situation.

Qualities of a good dialogue:-

- It sounds realistic as the writer is able to visualize responses of the characters imagined.
- Language of each character is according to the interactive role.
- Sentences express emotions appropriately
- Foul language is not used.
- It is spontaneous

Defects:-

- The writer is unable to build proper atmosphere.
- Characters begin or end conversation haphazardly.
- Dialogues do not seem to unfold naturally; this makes characters look like caricatures/puppets, besides flow is obstructed.
- The writer lacks linguistic mastery. Sentences, spelling are incorrect and punctuation is wrong.
- Lack of Clarity.

Tips for Writing Dialogues:-

- Dialogues writing is like playing the role of a character. The writer visualizes the entire scene and writes the dialogues of a particular character. The writer constructs not only dialogues but is aware of the mood and emotion linked with the utterances. But there is no superimposition of thoughts and mood of the writer; such intrusion/coloring affects objectivity. Let interaction of characters evolve naturally. Handling emotional outbursts requires expertise.
- Careful handling of language is a true marker of efficiency. Excepting academic discussion of scholarly type people speak, simple language which is easy to understand. Use of complex sentences laden with difficult vocabulary sound pompos. Another point to be kept in mind is the choice of language.
- If an illiterate villager is made to talk like an educated person, it is unnatural and funny. Worn out cliches and overused idioms should be avoided.
- Knowing how to open and close the sequence is essential for a good piece of dialogue writing. The writer is able to begin on a plausible note and terminate

conversation in right manner. A sense of proportion lends credibility to the extract. Grammatical accuracy and knowledge of other relative conventions have to be followed.

- Know how to begin and when to end. As an essay has a beginning and end so a piece of dialogue follows a pattern of opening and closure. There can not be a sudden beginning or abrupt end.
- There is a purpose in this type of interaction. Dialogue between two or more people is based on need or social convention. Need may be mundane such as passing time or more purposeful such as interaction between students and teachers for imparting knowledge.

Aids and Skills of Dialogue Writing:- Dialogue writing is more difficult than writing a paragraph. A poem is an expression of feelings; a paragraph is development of an idea but an extract of dialogue is free exchange of thoughts; it is less formal. For becoming efficient dialogue writer, students ought to study such specimen. They can take help from recorded dialogues of various type. Listen carefully how and what people speak during various occasions.

Learn to Use Language Properly:-

Streamlined, concise sentences are good. Grammatical accuracy varies in spoken and written language, learn to understand these differences. Cultivate novelty; shun monotony.

All people are not on the same literacy plane; some are more educated, some less. Understand differences of vocabulary.

Follow linguistic conventions of punctuation properly to avoid confusion of meaning.

A brief review of Concepts:- It is a matter of great significance to master the art of dialogue writing. It enables the student become efficient in a form of composition which is akin to speaking in structure. By using the power of imagination and faculty of reasoning in framing dialogues of different characters the student is sure to gain insight into subtleties of language, the mastery of which will pave way for competence in spoken English as Colloquial style is employed in both communicative disciplines.

Procedure to be adopted

1. A careful assessment of probable reaction of imaginary characters in a given social situation provides clues about the dialogues to be framed.
2. Transitional shifts must be appropriately handled to lend smooth flow to the whole extract.
3. Participants in an imaginary dialogue extract are not mere puppets of the writer. They should be treated as real human beings having individual views and opinions.
4. Study carefully how people talk in real life situations. Draw clues from your own conversation with your family members, class mates and friends. This

will make you understand how people interact in various situations; monopolizing conversation by a single character, bookish, idiom ridden complex language, shifting from one topic to another and intermingling your own views are ruinous. Retain objectivity simplicity and realistic rational presentation.

Samples:- Bellow are given some samples of dialogues which can prove helpful to learners:-

A conversational piece between father and son. Father you have completed graduation, what you plan to do further ?

Son- I think, I should try to get a visa for U.S.A. for higher studies. I have explored net. There are some good colleges that I can join for masters.

F- Do they give scholarship ?

S- No, I will have to pay the expenses but after a year they allow to work for part time.

F- Instead of spending a lot of money here. Excel and try to get scholarship abroad.

S- I have thought from this angle also.

F- Doesn't it seem more practically sound ?

S- Yes, it is but.....

F- No buts.....give it a careful thought.

S- O. K. dad, I shall.....

2. A dialogue between director of an acting training centre and an aspiring pupil.

Pupil- Sir, I have been working really hard, yet you don't seem to be impressed.

Director- I agree there is an improvement in your dialogue delivery but your acting part is still not satisfactory.

P- Sir, what is wrong with it ?

D- You don't emote properly.

P- Sir, I try to reflect various emotions.

D- When you express feelings you seem to mimic great stars. Be just yourself. Don't be a copycat.

P- How can I master acting ?

D- Read the script carefully. Empathise with the character so much that you become the character. Just step into his shoes.

P- I try to imagine the character while acting.

D- Don't let there be a gap between you and the character your sadness should be original so should be your mirth and laughter. Once you unleash the talent of acting nothing is difficult; you will master the art of becoming the character-his is what acting is.