TOPIC—DIALOGUE & REPORT WRITING

By Dr. Prerana Sinha

Dialogue writing

Dialogue writing happens when two or more persons converse and put forth their points. A dialogue can be even a response to a question posed by teacher or a dialogue between two politicians. It can obviously be discussion between two friends or relatives concerning a simple or complex issue. Dialogue is not just about two people talking but also about talking to reach a definite end.

What is significant about dialogue is that the participants take turn, ie: a virtual conversation takes place, there is a speaker and the listener who take turns to put forward their views and even respond; they can even change their views in the course of conversation.

STEPS TO MAKE INTERESTING DIALOGUE

1. Every individual involved in the dialogue should be allowed to speak. Hence each sentence is short.
2. Remember, each sentence is an imitation of a normal conversation that may include not just complete sentences but even exclamatory or non-fluencies like “I see, or oh, hmmm…”,
3. Whatever train of thoughts you may follow while writing dialogues, it must be broken in small bits of conversation.
4. Since dialogue in not just about speaking your views but also in being patient listeners, the dialogue should depict your agreement or disagreement, even your arguments. It is a lively session and its liveliness should be reflected in the dialogue.
5. Thus, non-verbal cues are bound to form a part of the dialogue, such as body movements or alterations in tone and pitch of voice should also be indicated by putting such words in parenthesis, eg; a gesture (spreading hands) or (with a smile). Or (in astonishing voice)

Attempt questions from question paper on Dialogue.

REPORT WRITING

Reports preparation are a necessity in every organization. They can be related to accounts, sales, budget etc. Reports are readied according to time bound schedules, on weekly, monthly basis; biannually or annually too there are such specifications. Staff meeting reports, annual body meeting report, seminar report; or even eye witness report of an accident; there can be various types of reports.

The length of reports vary depending upon the nature of the activity. In general, reports are objectively presented, in an unbiased manner and giving detailed documentation of the said activity. Authenticity of the reports is very important which can be verified for information or investigation too.

Reports can be of various types, but when it comes to writing they can be short or long report.

A short report can be submitted in a letter or a memorandum format whereas a long report can be submitted in a combined structure.

Memorandum format could be a periodic quarterly report of a company.

Letter format will be the one students would be asked to furnish as report in exams.

Report has its format of a formal letter, with sender’s and addresse’s address, subject, salutation and the observation/ recommendation/suggestion can be given in points. It should end with concluding lines, enclosures and reporter’s name along with designation.

Practise questions based on Reports in question paper.