

How to write a dialogue

A dialogue is a conversation between two or more people.

When we write a dialogue, we need to make the purpose of the conversation clear, for example, explaining / giving news.

Remember!

1 Structure

- A dialogue has:
 - a beginning. (making the purpose of the conversation clear)
 - a middle. (the main exchange)
 - an end. (the conclusion)
- Lay the dialogue out clearly so that the reader can see easily who is speaking.

2 Content

- Think about the characters and what they would say and do.
- Use natural, informal language including colloquial language, contracted forms, conversation fillers, phrasal verbs and short answers.

Useful language

Greeting: Hi! / How are you? / How's life? / How are things? / Fine. / Great. / Not bad, thanks.

Phrasal verbs: pick up / put off / drop in / pop round / look forward to

Colloquialisms: Hiya! / What's up? / Cool! / Sure. / Sounds good. / You're kidding! / Do you fancy ...? / Hang on! / OK.

Fillers: erm ... / umm ... / look, ... / oh, ... / well, ...

Closing: Great to see you. / See you soon. / Say 'Hi!' to ... for me. / I'll be in touch. / Bye!

Model question

Write a telephone conversation between two friends making arrangements to go to the beach.

Model answer

Becky Hello.

Trish Hi Becky! It's me.

Becky Trish, hi! How are things?

Trish OK. But I'm so bored. I really want to go out somewhere and do something. Listen, are you doing anything this afternoon?

Becky Nope. I'm bored too. There's no one at home, nothing on TV, and I've finished all my homework. So, where do you want to go?

Trish Do you fancy going to the beach? We could give Ben and Jim a ring and find out if they want to come. Ben's got his dad's car for the weekend too!

Becky Great idea! We could take a picnic and the volleyball things.

Trish Cool! I'll phone Ben and Jim and we'll pick you up in half an hour.

Becky Sounds good. I'll make some sandwiches. And don't forget the suncream!

Trish I won't! And remember – Ben is a vegetarian!

Becky OK. See you in half an hour.

Trish See you.

greeting

contracted form

filler

colloquial language

colloquial language

contracted form

colloquial language

phrasal verb

colloquial language

contracted form

short answer

closing