



**R.C.Patel College Of Engineering &
Polytechnic, Shirpur**
Department of Applied Science & Humanities



Unit Title - Paragraph and Dialogue Writing

Semester- First

Course Code – FY CO/CW/EE/CE/ME

Subject Code - 311303

Unit	Title	COs	Learning hours	R Level	U Level	A Level	Total Marks
2	Paragraph and Dialogue Writing	CO2	06	02	04	06	12



As per new revised 'K' Scheme w.e.f. academic year 2023-2024

Communication Skills (ENGLISH)

(Code : 311303)

Unit - II Paragraph and

Dialogue writing Marks - 12

Introduction:- "A Series of sentences concerning the same subject are called a paragraph.

A paragraph can be defined as series of sentences elaborating a central idea. The paragraph is piece of composition expressing a single idea. In simple words a paragraph comprises a number of sentences.

As practically everything we write including answers, essays, stories, emails etc. is written in paragraph. objectives of paragraph is provide information, explain something, create a story.

A longer piece of writing such as stories, Novels, essays, creative writing or professional writing is segmented into a paragraph to make it easier to read and comprehend.

★ Structure:- As far as its structure is concerned, it should be in brief and such a manner that reader should get the complete sense of the idea expressed in the paragraph. It briefly sums up the questions, doubts and assures the reader that he has nothing to demand more. Hence it should have the basic structure mentioned below.

I) Introductory sentences II) Elaboration of an idea III) Conclusion

I) Introductory Sentences: / Topic Sentences

A paragraph should have a topic sentence which expresses the central thought which has been elaborated with major and minor details. Sentences are intimately linked together. The main idea of the paragraph should be expressed in the first two sentences. Generally a paragraph begins with a topic sentence.

II) Elaboration of an idea: Supporting Sentences

The topic sentence is supported by subsequent sentences without going out of context. Any remark which is not related to the topic disturbs the progression of the thought expressed together. Hence the examples or illustrations should underline the thought expressed in the topic sentence. It gives proper order and logical coherence to the paragraph.

The unity of the paragraph can be achieved if there is a smooth transition from one thought to another. To make thoughts clear, linking words and phrases like, hence, as, since, because, therefore, however, etc. should be used. They help to bind the sentences together. Moreover variety of sentences should be used in paragraph.

III) Conclusion / Concluding Sentence

A good paragraph always concludes with the central idea expressed in it. It leaves no grey area for the reader.

The reader's anticipation should come to an end. The paragraph should be concluded in such a manner that it should ~~not~~ satisfy the urge of the reader for explanation or illustration. There should be no loose ends or distraction at the end of paragraph.

★ Types of Paragraph: — Before writing on any particular topic it is crucial to understand the many sorts of paragraph writing. below mentioned the different kind of paragraph writing.

1) Technical Paragraph: — it is a structured piece of writing that explains technical, scientific, or specialized information clearly and accurately. we have to define the objects in such a way that the reader is able to understand the technicality the use of words and sentences. Ambiguity has no place in the writing of such paragraphs. To make the object user friendly brevity should be achieved. These quality includes conciseness and clarity structure and organization, the use of jargon and technical terms and the inclusion of illustration and examples.

a) Conciseness and Clarity: — Use conciseness and clear language these are initial characteristics of strong technical paragraph.

b) Organizational & Structure! - organization & structure of the paragraph are the second quality of strong technical paragraph well structured paragraph readers understand information simple as possible.

c) Use jargon & technical language! - In Technical writing frequently uses Specialist Vocabulary that the reader might not be familiar with. Reader aware of any unfamiliar phrases, even it is vital to utilize technical language and Jargon where needed.

d) Use of visual aids examples! - Use visual aids like charts, graphs, & diagrams should use by author's to easily help to readers.

e) Determine the Target Audience & purpose! - Target audience for technical writing frequently include engineers or Scientists.

f) Use topic sentences to direct the reader's attention! - a Topic sentence is a sentence that encapsulates the paragraph major idea.

g) Excessive & use of technical jargon! - Don't overuse of technical jargon use when its necessary is crucial, using too much of it might make content hard to grasp.

3] Narrative Paragraph: — In narrative paragraph we narrate an event or a story in chronological manner. The narration should be build the suspense in such a way that the reader anticipates and reads further. It can be narrated in a dramatic way to arouse the interest of the readers. Vivid description is must.

★ Some Examples: —

a] Engineering as a career:

one takes education and follows a career as per his or her interest. one can pursue Engineering as a career as this discipline promises a bright future. we can render service to the industry and nation at large. Being an engineer one has to be dedicated and precise to follow the deadlines of the project. as there have been new challenges an engineer has to bite bullet as situation demands. There is always a scope for creativity and ingenuity if one takes up engineering as a career.

b] Importance of Sports

we have been noticing a growing demand to include sports as subject in school curriculum. It is essential for students to get

2] Descriptive paragraph: - We can describe a person, a scene or a thing in descriptive paragraph. The reader is not left with the free imagination as it has details of the topic in discussion. Important and necessary details help to build a picture in front of the readers. The paragraph conveys the topic in such a manner that the reader actually visualizes the scene.

Give below are the tips for making your descriptive writing effective: 8 -

- a] Create a picture of the object / person / place / thing in your mind.
- b] memorize the object of description
- c] Visualize its feature intimately
- d] Employ memory & Imagination
- e] provide a verbal structure to the object Imagined.
- f] make your description interesting and innovative
- g] use Vivid and lucid language to Communicate the idea
- h] choose words which strike clear, unambiguous images in the mind of reader.
- i] be intimate and warm in your approach
- j] use catchy, informal phrases to capture the reader's attention
- k] use humour and wit if possible

acquainted with age old and traditional sports of our country. Apart from teaching technical subjects, sports can be taught at school level and college level. Sports will help to indate the teamwork, interpersonal skills, team building spirit among the students. Sports has been marginalized in our society. People envisage that the technical knowledge will fetch them handsome salary and cozy job but they hardly give it a shot that sports can also become the source of earning name and fame.

g) Merits and demerits of Cell phone

There are pros and cons of everything in life. Cell phone is not exception. People used to write letters to communicate with each other. But it was very slow and people couldn't contact in emergency situation. Using Cell phone makes the communication easy and fast. It is also cheaper to convey your message. It is handy and portable means of communication. We can communicate whenever we want. On the contrary, Cell phone spread electromagnetic waves which

Can cause of serious health problem. or like cancer, heart attack. In addition to that cell phone can affect the automatic break systems in car which can cause the accident.

My Favorite Restaurant:-

My favorite Restaurant is Hotel paradise, in this place serves South Indian food. It is a small and comfortable place located in Pune downtown. In other words it is safe, calm and relaxed place. I love to eat Dosa, I really like idali for this reason it is my best option to choose. However in this place served Delicious food like Dal Rice, Sweets and others. After the college when I hungry immediately I think in this place to eat.

Almost always. I eat supreme Dosa with Cold Iced ~~tea~~ tea. is so excited energetic to continuous my day. also it is my favorite place to eat because in others place I don't like the way that the waitress take the order, when served the food long time after or they are miserable. For me is so stressed out and irritable to go it again.

EJ LED TV

An LED is a flat panel display, which use an array of light-emitting diodes as pixels for a video display. Their brightness allows them to be used outdoors where they are visible in the sun store signs and billboards and in recent years they have also become commonly used in destination signs on public transport vehicles. LED displays are capable of providing general illumination in addition to visual display, as when used for stage lighting or other decorative purposes.

FJ Laptop :-

A Laptop, often called a notebook or notebook computer is a small portable personal computer with an alphanumeric keyboard on the lower part of the clamshell and a thin LCD or LED computer screen on the upper part which is opened up to the use the computer. Laptops are folded shut for transportation and thus suitable for mobile use. Although originally there was a distinction between laptops and notebooks the former being bigger and heavier than the latter, as of 2014 there is often

no longer any difference. Laptops are commonly used in a variety of settings, such as at work, in education, in playing games, Internet surfing, for personal multimedia and general home computer use.

GJ(Diwali) Celebration of Cultural event:

Diwali also Deepavali is an important and popular festival of people belonging to Hindu religion. many people observe the Diwali festival to celebrate the return of Lord Ram (along with Sita & Lakshmana) back to Ayodhya after fourteen years of exile. on their return after fourteen years of exile the people of Ayodhya welcomed Ram by decorating the entire kingdom with lights (diyas, deep). Goddess Sita is the wife of Lord Rama while the Lakshmana is his younger brother. on the occasion of Diwali people worship Goddess Lakshmi & Lord Ganesha. Diwali is also known as the festival of lights in our India. It is a five day long festival. people decorate their homes, streets, shops, buildings, with work places with decorative lights.

★ Dialogue writing: —

A dialogue literally means conversation normally between two or more people.

a dialogue is discourse between two or more parties. it is a verbal exchange between two or more speakers.

it is used to express ideas, feelings, and information in a natural and meaningful way. it is useful to learn how to construct dialogues. it helps you perform better whenever you wish to participate in role playing exercise or perform on stage. most importantly learning to appreciate the art of speaking and constructing dialogues helps you improve your ^{overall} ~~oral~~ communication skills.

Rules of Dialogue writing :- the rules of dialogue writing are important for writing conversation clearly & effectively.

- understand the topic well and make points
- Always keep in mind who the dialogue is directed at when composing it.
- keep your dialogue short and memorable because including unnecessary details will simply direct the reader's attention from main idea
- Dialogues shouldn't be too long because it's difficult to understand

- It's look like natural conversation.
- The dialogue should start off intriguingly in order to grab the reader's attention right away.
- The words used should not be vague and should convey the message appropriately.
- In actual conversation people frequently use exclamations to express surprise, joy, anger and other emotions.

Use correct punctuation

Question mark ? - for questions

Exclamation mark ! - for strong feelings.

Full stop . - for statements.

e.g - Rahul : - wow! That's great news.

- Tenses should be accurate according to the dialogue.

Steps involved in Developing a Dialogue:-

- choose key word for the dialogue.
- Remember the addressor, the addressee and connection between them (formal or informal)
- Avoid contradiction and maintain consistency.
- arrange the ideas logically and systematically.
- use straight forward and concrete language.
- conversations look a natural.
- Dialogue's can be as short as a few words.
- in Dialogue character's name in proper noun, it always begin with a capital letter. you may occasionally encounter or add character's villagers, student 1, student 2.

Quote Mark's must be used around dialogue.

i) Greeting: - Beginning the dialogue has to be with greeting. Greet the other person according to the time of the day.

a) In formal situation use good morning, good afternoon, good evening etc.

b) In informal situation used like hi, hello.

ii) Development: - dialogue should read like a spontaneous real conversation.

- Include Questions with proper question marks
- exclamation with proper exclamation marks so it's look like real.

- use correct words like excuse me, sorry, thank you, etc. it's show polite enquires and responses.

iii) Closing Sentence: - Dialogue should end with proper situation sentences depending on whether the situations are formal or informal.

eg Bye. Good night, take care etc.

- In informal situation you should use words see you soon, bye etc.

- In formal situation you can use words like Good day to you, Have a nice day, thank you very much.

Dialogue writing Examples

1] A dialogue between two students of the same institute enquiring about each other

→ Sita: - Hello

Geeta: Hello

Sita: may I know your name please?

Geeta: Sure I am Geeta Pande from Jalgaon.

Sita: Are you student of this institute?

Geeta: - yes I am first year student of diploma in computer science & engineering How about you.

Sita: I am Sita Kapoor from Satara I am final year student of diploma in civil Engineering in this institute.

Geeta: Nice meeting you. Bye.

Sita: Bye, See you.

2] A dialogue between two friends regarding the schedule of final exam.

→ Rohit: Hi Riya!

Riya: Hi Rohit!

Rohit: Do you know when our final exam is?

Riya: The exam date is not declared but I think the final exam will be in the first week of December.

Rohit: when does our term end?

Riya: The first term ends on the 30th of

November. The term schedule is displayed on the notice board.

Rohit: yes, I know I want ~~my~~ plan my vacation. Do you think we will be free by the 15th of December?

Riya: I don't think so. But I feel it is better to ask the Exam In charge and find out.

Rohit: certainly. I will find out. Bye.

Riya: Bye

3] A dialogue between a subject teacher and a student asking for permission to leave.
→ ~~easy~~ due to illness.

Amy: Good morning madam

Prof Shinde: Good morning

Amy: madam, I am not feeling well today. may I go home early today?

Prof Shinde: what is wrong with you.

Amy: I have Stomach ache. I go home?

Prof Shinde: what lecture or practical do you have next?

Amy: I have your English practical from 4 pm to 6 pm. will you please excuse my absence?

Prof Shinde: - Sure. Rest for some time and get well soon.

Amy: Thank you very much madam.

Prof Shinde: its all right.

47 A dialogue between a visitor and a student:
where the visitor enquires about the office.

→ Visitor: Excuse me. may I know where the institute office is?

Rahul: certainly, it is on the ground floor of this building. Take a left turn from the porch and the first room to your left, is the ~~adman~~ administrative office.

Visitor: I want to go meet the cashier, when does the office open? what are the office timings?

Rahul: The office timings are from 10:30 am to 05:30 pm you can meet the cashier Mr Pandit by 10:30 am

Visitor: Thank you for the information.

Rahul: it is my pleasure.

24/12/20

24/12/20

Question Bank

Unit-II Paragraph and Dialogue writing

Marks = 12

- 1) Develop a dialogue between two friends regarding bad effects of mobile use on study (8-10) dialogues.
- 2) Develop a dialogue between two students discussing the time table of final exam (8-10)
- 3) Develop a dialogue between two friends discussing about Diwali Vacation (8-10 dialogues)
- 4) Develop a dialogue between office clerk and student about filling examination form
- 5) Develop a dialogue between two students regarding their future plans (8-10)
- 6) Write a dialogue between two friends about the choice of a career. (8-10)
- 7) Write a dialogue between a student and a teacher about speaking English fluently. (8-10)
- 8) Develop a dialogue between a bank manager and a customer regarding 'opening a new account' (8-10)
- 9) Develop a dialogue between a teacher and a student regarding the student's poor attendance (8-10 dialogues)

- Handwritten signature: [Signature]*