



**To:** Parents and teachers of Grade 4 - 6 learners

**Topic:** How to write a dialogue

**Message Objectives:**

- Learners will be able to define a dialogue
- Learners will learn appropriate usage of dialogue in writing
- They will learn the rules to use when punctuating dialogue

**Message:**

A dialogue is a record of the exchanges as they occur, directly from the speakers' point of view. It is a conversation between two or more people. When we write a dialogue, we write exactly what the people in the conversation say to each other. We can think of characters acting on a stage as we write. We must think of where they are, what they are doing, how they are feeling, and how they must say the lines (sentences) we write. A dialogue brings characters to life and adds interests.

**Dialogue Rules:**

- Use inverted commas before and after the speaker's exact words  
**Themba said, "Come play with me Tom."**
- A different character speaking or responding with an action gets a new line or paragraph.  
**Themba said, "Come play with me Tom."  
" Not today Themba, I have a lot of homework," said Tom.**
- Punctuation marks like a question mark, comma, exclamation mark etc belong inside the inverted commas.

**"What time does your class start?" he asked**

- If the dialogue is written in a play script it doesn't require inverted commas but is introduced with a colon (:) after the speaker's name. For example:

**Nomsa: I love strawberries!**

**Kim: I love bananas!**

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**References:**

1. [PSRIP IP — National Education Collaboration Trust \(nect.org.za\)](https://nect.org.za)
2. <https://theteacherstudio.com/teaching-dialogue-and-why-its-so/>