

Lesson 4: Transactional tasks

Date: 05/10/2020- 09/10/2020

**Writing a dialogue**

Activity

- Complete the worksheet provided.
- The worksheet is provided to give you an idea of how a dialogue takes place

**What is a dialogue?**

When two(2) or more characters or people speak to each other or communicate.

1. Pick a topic, event or a situation to begin with.

Examples of topics:

- You went to the aquarium for a visit and you are talking to your friend about the experience.
- Talking to your teacher about your favourite sport and how it is played....
- Placing an order at a restaurant. Have a conversation with your waiter.

2. Draw a mind map so that you do not forget your thoughts.

3. Start with A greeting and ask how the person is doing?

4. Start on a new line for every person( participant)

5. Make us of a colon symbol after the person's name, ex.

Peter: Good day, how are you?

Yusuf: Good day, I am well and how are you?

6. Do not use slang.

7. Make use of punctuation marks, such as comma's and full stops.

8. Start your sentences with a capital letter.

9. Be friendly and spell correctly.

10. Re-read your **entry**.

Sample:

## Shopping for clothes



**SA:** Good afternoon. Can I help you?

*C:* Good afternoon. Yes, please. I'm looking for an elegant dress for a party.

**SA:** What colour would you like?

*C:* I don't know. What colours have you got?

**SA:** We have got all colours. What do you think of blue? I think it matches your eyes and your blonde hair!

*C:* OK. Have you got it medium size?

**SA:** Yes, here you are.

*C:* Can I try it on?

**SA:** Of course. The changing room is there.

.... Does it fit?

*C:* Well, it is a little small. Have you got a bigger one?

**SA:** Only in red. Would you like to try it on?

*C:* Yes, thank you. ... It fits perfectly.

**SA:** Yes, and it suits you well.

*C:* How much is it?

**SA:** It's 55 Euros.

*C:* I take it. Can I pay by card or in cash only?

**SA:** You can pay in cash and by card, too.

*C:* Here is my card.

**SA:** Thanks you, Please sign here. Good bye. Thanks for shopping here.

*C:* Thank you, good bye.

# Donald's Menu

## Burgers Price

Big Jac R44.00

Cheese Burger R39.00

Serious Lamb Burger R32.50

Cheeky Chicken R34.50

Fillet O' Fish R39.00

## Sides

Fries R25.00

Apple Pie R22.00

Chicken Nuggets R30.00

Caesar Salad R35.00

## Drinks

Coca Cola R18.00

Orange Fanta R18.00

Lemonade R15.00

Coffee R15.00

Water R10.00

**Dialogue conversation worksheet**

**Date: \_\_\_\_\_**

Cashier: Good afternoon, how are you?

Customer: Good afternoon, I \_\_\_\_\_?

Cashier: I am well. Are you ready to order?

Customer: Yes, could I get a \_\_\_\_\_, please?

Cashier: Sure, would you like anything else with that?

Customer: Yes, I'd like (a) \_\_\_\_\_ (choose a side) please .

Cashier: Would you like anything to drink?

Customer: I'll have a \_\_\_\_\_, please.

Cashier: Would you like to eat in or take away?

Customer: \_\_\_\_\_, please.

Cashier: Ok, that will be R\_\_\_\_\_.

Customer: Here is a R200 note.

Cashier: Thank you, enjoy your meal. Your change is R\_\_\_\_\_.