

Unit 3: Dialogue and Conversation Writing

- Conversation is talking between two or more persons.
- Conversation is one of the most commonly employed methods of self expression that characterizes our everyday speech-making activity.
- Conversation is a talk between two people. It can be formal as well as informal. It is a talk in which both have equal rights to express their thoughts and suggestions and arguments. It happens between friends, families, relatives, officials etc.
- Conversation is more like an interactive session.
- Conversation helps in socialization.
- During a conversation you are supposed to respect other people's suggestions and arguments.
- You have to be more understandable and a great listener.
- Appreciation and acceptance, along with self control and resistance are also important in a conversation.

#Purpose of General Conversation

- Self expression and interaction.
- Getting to know the other person better.
- Building, trust and credibility

#Features of a Good Conversation

- Be Respectful. Appreciate others' thinking.
- Be Prepared. Focus on the topic, activate background knowledge, and make connections.
- Be An Active Listener. Look at the person speaking.
- Be Clear. Speak clearly so that others understand.
- Inquire and Probe.
- Show Comprehension.
- Check Understanding.
- Control Self.
- It should be clearly and concisely worded.

For example

Q.1 Draft a conversation between two friends on the topic of the Extreme Usage of AI in education.

Friend 1: Hey there! Have you noticed how AI is making its way into education more than ever these days?

Friend 2: Oh, absolutely! It's pretty fascinating, but it also makes me wonder how far it's going. What are your thoughts on this extreme usage of AI in education?

Friend 1: Well, on one hand, it's making learning more accessible and personalized. AI-driven platforms can adapt to individual students, helping them grasp concepts better. It's like having a personal tutor 24/7.

Friend 2: That's true, and it can be a game-changer, especially for students who need extra support. But, I also worry about the overreliance on technology. Are we losing the human touch in education?

Friend 1: I get your concern. Education is not just about acquiring knowledge; it's also about developing critical thinking, creativity, and social skills. AI can't replace the mentorship and guidance of a teacher.

Friend 2: Exactly! And there's the issue of data privacy. With AI collecting so much information about students, are we risking their privacy?

Friend 1: Privacy is definitely a concern. Schools and tech companies need to be responsible in handling student data. It's a fine line between personalizing learning and invading privacy.

Friend 2: Agreed. And then there's the question of equity. Not all students have access to the same technology. Will AI exacerbate educational inequalities?

Friend 1: It's a valid point. The digital divide is a real issue. Schools need to ensure that all students, regardless of their background, have access to AI-powered tools.

Friend 2: So, while AI has tremendous potential, it also brings about a lot of challenges. It's a balancing act between harnessing its benefits and addressing these concerns.

Friend 1: Absolutely. We should embrace AI in education but with caution and a strong commitment to maintaining the quality and inclusivity of education.

Friend 2: Well said! It's an exciting yet complex transformation happening in the education sector. Let's hope for the best outcomes for students as AI continues to evolve.

Friend 1: Agreed. And let's keep discussing these important issues as they unfold. It's always enlightening to hear your perspective!

Q.2: Conversation between two friends who meet in a restaurant.

Rita – Hey Tina? Is it you?

Tina – Oh Rita! How are you? It's been a long time.

Rita – I am fine, what about you? Yes, we last met during the board exams.

Tina – I'm good too.

Rita – What are you doing now?

Tina – Well, I have started my undergraduate studies in English Honours at St. Xaviers College in Mumbai.

Rita – Wow! You finally got to study the subject you loved the most in school.

Tina – True. What about you Rita? Wasn't History your favourite subject?

Rita – You guessed it right. I took up History Honours in Lady Shri Ram College for Women in Delhi.

Tina – That's nice. I am so happy for you.

Rita – I am happy for you too. Let's meet up again soon.

Tina – Yes, sure! We have a lot to catch up on.

Rita – Bye for now. I have to pick up my sister from tuition. Take care.

Tina – Bye, will see you soon.

Q.3: Conversation between salesman and customer while buying shoes

Salesman: Sir, how may I help you?

Customer: I'm looking for a pair of leather shoes.

Salesman: What size do you wear?

Customer: Seven.

Salesman: Seven for which brand?

Customer: Does the same size mean different thing for different brands? It should be standard across all brands, right?

Salesman: For few brands, the same size can mean slightly different fitting.

Customer: Is it? I thought otherwise. Anyway, I wear size seven of Hush Puppies, and because I want to buy the same brand it shouldn't be a problem.

Salesman: Yes, it won't be a problem in your case. This section has new arrivals and this has shoes on sale.

(The customer first glances through the shoes on sale.)

Customer: The variety is far less here. Because I'm buying shoes for at least few years, I would like to buy something I like. I'll prefer new arrivals.

Salesman: Most of the shoes on sale were picked up by customers within a day of opening of the sale. That's why you find far less variety there.

Salesman: Why don't you try these ones?

Customer: Not these ones. I'm looking for more formal look, the ones with laces and predominantly plain texture.

Customer: I like this one. Lemme try it.

(The customer puts on the pair and walks few yards.)

Customer: This fits well. I'll take this one in black. Size seven.

Salesman: Would you like to see socks and shoe polish as well?

Customer: Not polish, but yes socks.

(The customer then walks to the shelves, next to the billing counter, which held shoe accessories.)

Customer: Do you sell socks only in combo of three?

Salesman: We sell by pair as well. Here they are.

Customer: OK. I'll take these two pairs.

Salesman: Anything else, sir?

Customer: No, thanks.

Salesman: I'll get the billing done, then.

Customer: Sure

Unit 3: Professional Presentations

- Presentation does not only mean to speak about a particular topic with the help of a projector and PPT. It has a much larger and general meaning.
- In reality, the moment we come in touch with another person, our presentation begins.
- Therefore, ***presentation simply means presenting ourselves in front of anyone, anytime, anywhere; be it in formal or informal manner.***
- Friends talking with friends, parents giving guidance to their children, teachers giving lectures, politicians giving speeches, accountants presenting reports - all are forms of presentation.
- ***A great presentation does not just happen. It is planned, rehearsed and delivered with flair. A good presenter learns the skills of presentation.***

IMPORTANCE OF PRESENTATIONS

Presentations are inevitable in the life of a professional. In today's world, it is hard to conceive of a profession that does not require its employees/workers to prepare and give presentations to their fellow professionals, seniors, moderators, or evaluators.

Professional presentations are prepared mainly to perform the following jobs/activities:

- Inform the audience about some procedure, plan, and phenomenon.
- Analyze situations, trends, and results.
- Evaluate performance, progress, and growth.
- Suggest modifications and improvements in the existing practices.

Important Tips for Preparing Presentations

- Collect appropriate information/data.
- Organize your information clearly and effectively.

- Prepare slides with crisp, useful, and logical information.
- Transform nervousness into enthusiasm.
- Learn from others' presentations.
- Adjust to your surroundings such as the setting or acoustics of the venue.
- Use visualization for making a positive impact on the audience.
- Use 10-20-30 rule: have 10 slides for a 20 minute presentation with the size of fonts at least 30 pt.
- Follow the 6 x 6 rule: limit text to 6 words per line and 6 lines per slide.
- Number your slides and arrange them in order.
- Keep your slides simple, uncluttered, and lucidly composed.
- Time your slides to perfection but never read from them during presentations.
- Avoid last-minute glitches by reaching the presentation area much before the audience and adjust material on the laptop or pen drive well before you speak.
- While displaying a slide, avoid standing or walking in front of the LCD lens.
- Make your slides attractive, but avoid unnecessary frills.
- Practice conscientiously to give a good, effective presentation.

Parts of Presentations

- This is the most crucial step of the presentation. In order to deliver a presentation in an effective and memorable manner, one needs to prepare a proper outline of the content. First, gather as much information as possible and think about all the possible aspects of the given topic and arrange them as below:

1. Introduction
2. Main Body
3. Conclusion

1. Introduction: The first section in your presentation should be an introduction. It should set the tone for your entire presentation and explain to the audience what they can expect from your presentation. Talk about the relevance of the topic to the audience.

Here are some of the slides you may want to add in the introduction section:

- The title of the presentation
- The objective(s) of the presentation

- A table of contents

2. **Main Body:** The main part of the presentation; include your data here.

One can arrange the main body by using some common patterns.

Break down your content into bite-sized points, arrange them in a logical order, and then present all the information you would like to share with your audience, in order to support each of your points.

3. **Conclusion:** Provide the final summary of the topic. Review the main points you've discussed. Call your audience to action. Finally, thank the audience for viewing your presentations.

