Tips for effective Interview Writing

- Give an appropriate introduction.
- 1 ½ Side
- 4 – 5 dialogues per person
- Write the introduction in brackets (Who is speaking to whom on what occasion.)
- Format important

1. Ms. Mansi is being interviewed by Mr. Basu for the job of a governess for his nine year old daughter. Write a dialogue between these two people.

   **Basu**: Ms. Mansi, what are you doing at present?

   **Mansi**: Presently, I am in Mumbai for my postgraduate diploma in home science. I did my B.Sc from Nagpur.

   **Basu**: Well, that’s really good. With whom are you staying here?

   **Mansi**: I have no acquaintance in this city. But I can give you the reference letter of my Institute’s principal.

   **Basu**: Where are you staying at present?

   **Mansi**: I am staying in a working women’s hostel at Versova.

   **Basu**: Do you have any interest in dance or music.

   **Mansi**: I have basic knowledge of Indian Classical Music and Dance in which I was initiated at the age of six.

   **Basu**: So you have met my daughter Prerna, haven’t you?

   **Mansi**: Yes, I have. She is a wonderful child. She is quite smart and intelligent.

   **Basu**: Mam, you will be an appropriate companion for my child. We can discuss the remuneration and other details just now so that you can start at your earliest.

   **Mansi**: Thank you, sir.

2. Vikram is being interviewed for a job. Write a dialogue between the manager and Vikram.

   **Vikram**: Good morning, Sir!

   **Manager**: Good morning, Mr. Vikram.

   **Vikram**: Sir, these are my testimonials.

   **Manager**: Mr. Vikram, what is your academic qualification?

   **Vikram**: I did my B.Com from Govt. College, Pune.

   **Manager**: Are you, at present, engaged in any academic work?

   **Vikram**: Yes, sir. I’m presently pursuing Company Secretary’s course.

   **Manager**: Why are you keen to take up a job?

   **Vikram**: I want to be self-reliant and stop being a burden on any parents.

   **Manager**: Why do you think you are fit for this job?
3. Rohini and Natasha meet after a long time. They discuss what they have been doing since they parted.

(Two friends meet after a long time)

Rohini: Where have you been all these years?
Natasha: I'm a journalist with 'The Times' and I was posted here.
Rohini: That sounds interesting. Since when have you been in this profession?
Natasha: It's been five years since I took up this profession. What have you been doing all these years?
Rohini: Well, I'm working as a lecturer in a college.
Natasha: That's great! Where are you staying?
Rohini: I have bought a flat at Mulund and at present I'm staying with my parents.
Natasha: Even I have bought a flat at Thane and I am also staying with my parents.
Rohini: Which place do you feel more comfortable working in, Delhi or Mumbai?
Natasha: Well, both the places have their pros and cons.
Rohini: All said and done, it's really great that both of us are together once again after such a long time.
Natasha: You are absolutely right.

(pros and cons - Good side and bad side.)

4. A patient goes to see a doctor. Write a dialogue between the patient and the doctor.

(A patient goes to an ophthalmist for an eye problem)

Patient: Good morning, doctor
Doctor: Good morning!
Patient: Doctor, I'm not well.
Doctor: What is your problem?
Patient: My eyes have been watering since last night.
Doctor: You must have watched the TV till late last night.
Patient: No, but I was working on my computer till late.
Doctor: Please remember to wash your eyes at regular intervals.
Patient: Can you prescribe any eye-drops which will help?
Doctor: Of course! I'm giving you these drops. Put two drops in each eye thrice a day.
Patient: What are the other things that I should do to keep my eyes healthy?
Doctor: When you are working on the computer for a long time, try to blink your eyes deliberately.
Patient : What type of food should I eat or what should I avoid?
Doctor : Avoid junk food as it has no nutritive elements.
        Instead go for leafy vegetables, fruits etc. Drink plenty of water.
Patient : Thank you, doctor for your valuable advice. I will definitely follow a
better lifestyle henceforth.

(prescribe - advice, deliberately - on ones own will, nutritive - that is essential for
growth, plenty - sufficient.)

5. Write a dialogue between two friends who are discussing about the increasing stress
levels among students.

(Raj and Ravi, both Class X students in conversation.)

Raj : Hi Ravi, how are you?
Ravi : I am fine. So good to meet you here.
Raj : Well, I haven't completed my project yet. So I thought I would get some
picture post cards at this shop.
Ravi : All seven days of the week are hectic. I don't remember when I
relaxed last.
Raj : It is so stressful to attend school, complete the homework, go for tuitions
for all the subjects, complete the homework given there too and now these
regular projects.
Ravi : I am losing interest in most of the subjects as I don't feel physically fit to
cope up with everything.
Raj : The other day I went to the doctor as I had a daily headache which didn't
allow me to study at all. The doctor asked me to relax.
Ravi : Wish he knew what we are going through!
Raj : My parents feel sorry for me at times but they can't help it. Everyone is
going through the grind. There is stiff competition all around.
Ravi : You are correct. There is no time to feel sorry for ourselves, too. Anyway,
go and buy these pictures before the shop closes.

6. Write a dialogue between a patient and a doctor.

(Mr. Singh, who is unwell visits Dr. Malhotra)

Mr. Singh : Good morning Dr. Malhotra.
Doctor : Good morning.
Mr. Singh : I don't know where to begin. I feel very breathless when I walk a short
distance. There is a burning sensation in my throat continuously.
        It's an uncomfortable feeling.
Doctor : Firstly, don't you think you are overweight? Please go for a walk at
least 30 minutes each day. It seems you don't exercise at all.
Mr. Singh : There is no time. I leave early and reach home very late.
Doctor : You have no choice. If you want to stay fit, you will have to. Learn
yoga and see the benefits. I am not giving you any medicines. Follow
correct approach and you will feel the difference.
Mr. Singh : When do I come to see you again?
Doctor : You will not have to if you begin with what I have instructed and yes,
consumes lots of veggies and fruits.

Mr. Singh : Thank you, doctor.

7. Write a dialogue between two senior citizens on the dwindling human values in society.
(Mr. Patil and Mr. Sawant meet regularly in their neighbourhood garden for a walk and a chat)

Mr. Patil : Good morning, isn’t the weather lovely today?
Mr. Sawant : Hello, good morning. It is.
Mr. Patil : How wonderful to begin one’s day with a walk!
Mr. Sawant : That is right but I am a bit upset. On my way, I saw a young man in his early twenties speak very rudely to an aged person. On hearing their talk I gathered that old gentleman had requested him to lower the volume of the blaring music system in the young man’s car so that peace isn’t disturbed.

Mr. Patil : These young chaps have not been taught any morals by their parents so I don’t blame them at all.
Mr. Sawant : We can’t always blame parents. Most of the time, they turn out to be well educated and decent humans. Today’s youth only worship money. Kindness and politeness doesn’t appeal to them at all.

Mr. Patil : What respect we showered on our parents, elders and teachers!
Mr. Sawant : That is correct but today’s youth are very unfortunate. They don’t have ideal role models to follow. Their parents themselves make fun or criticize the elders or their teachers.

Mr. Patil : It is indeed very sad.
Mr. Sawant : Oh! Look, Mr. Gupta has come after very long.

8. Write a dialogue between ‘Stephen Hawkins’ the famous Physicist who inspite of his physical disabilities has achieve greatness.

Yourself : Sir, it is a great honour to sit in your presence. I would consider you an even greater scientist than Albert Einstein.

Stephen : Remember, son, if there were no Einstein there would be no Stephen Hawkins.

Yourself : Which has been your favourite theme in physics, sir?

Stephen : Black holes, of course. I have always been interested in the origin and nature of our cosmos.

Yourself : What do you suffer from, sir?

Stephen : I suffer from ALS, a degenerative motor neuron disease.

Yourself : Sir, has your disability ever depressed you?

Stephen : Being in a motorized wheelchair day in and day out is not easy, son. But I have stopped thinking about it a long time ago. In fact, because I am in a wheelchair, I don’t have to think about the routine chores of life. Life has allowed me to focus more keenly on science than any of my normal colleagues.

Yourself : Sir, what prompted you to write ‘A Brief History of Time’?

Stephen : Well, to me my ideas about the cosmos and time were so clear. But the terms we scientists use cannot be understood by the worker
in the factory or a housewife in the kitchen. So, I decided to write this book in such a way that even a college going student of science could understand it.

**Yourself**: Sir, your efforts have been very successful. Millions of copies have been sold. The book has given you cult status, especially in America and Europe.

**Stephen**: I don’t know about that. But I believe every educated person should read the book. It will tell them more about their world.

**Yourself**: Sir, what is your advice to modern-day students?

**Stephen**: Be curious about your world. About the physical world that is! Keep on asking yourself questions about the nature of the cosmos and the nature of time. Forget about wars and conquests and hatred and bloodshed. Immerse yourself in science. That is the only hope for the world.

**Yourself**: Thank you very much, sir. It was a pleasure speaking to you.

9. Write a dialogue between a father and son discussing the secrets of success in business. *(March 2008)*

**Son**: Dad, I think I want to be a businessman in my life.

**Father**: Oh! That is interesting. I thought you did not like business. Good you will carry the family legacy ahead. We have all been successful businessman since I can recollect.

**Son**: But what will I have to do be successful? It isn’t easy, is it?

**Father**: No of course not. Nothing is easy. To be a successful business man son, you must first learn to be a good Human being.

**Son**: What does that mean?

**Father**: In the future you might hear many people say all is fair in business, But they do not know how to do fair business. Longevity of any business depends on how fair it is, not how driven by greed it is.

**Son**: Oh! You mean if greed drives business it eventually drives us to doom.

**Father**: Yes? Understand now, why we face this recession every few years. many firms collapse and many new come up. They call it the business cycle, I call it greed. Few survive, and they are the ones who follow ethics.

**Son**: And along with that giving to others is also important. All must have a fair share.

**Father**: That’s right. Most might not believe it, but its true, the more you give the more you get. Do not exploit anyone for personal gain.

**Son**: Yes, I reckon one can’t learn business in a day. So is it enough for a young man today?

**Father**: Yes, son follow the right path and success will be yours.
10. Joseph and I generally travel to work together by train. The following is an excerpt of a dialogue between the two of us during one such journey.

**I**

Hi Joseph! We are going to be late today. The train has arrived ten minutes late. I wonder why they are never on schedule.

**Joseph**

Yes, I agree. But do you know that we are fortunate to have the railways in Mumbai. Travelling to any place is made easy due to the railways. Do you remember the 26th July cloud burst? Well, Mumbai was paralysed for days as trains weren’t functioning.

**I**

Oh! How can we forget those days? We had to travel by bus and it seemed ages before we reached our office. Mumbai truly gets handicapped without the railways.

**Joseph**

Besides, while travelling we meet several people. In fact it is the best place to make a study of human nature and behaviour.

**I**

Of course yes. You can meet and observe people from different walks of life, from different professions and economic backgrounds. I still remember the day when the bomb explosion took place.

**Joseph**

Yes. Everybody was so apprehensive yet the railways came back to normal in very little time.

**I**

Recently my cousin who was in Mumbai, was all praises for the Mumbai railways as he is from a place where they do not have this facility and they have to depend on the bus services which are very slow.

**Joseph**

We keep complaining about the railways all the time but I guess we have become too cynical.

**I**

I agree. I think all of us must understand the importance of the railways and salute the Indian Railways for their invaluable service.

11. The following is a dialogue between me and the Postal Officer on how to send a letter by speed post. (March 2009)

**Myself**

Excuse me Sir, could you please help me?

**Postal Officer**

Yes, tell me son. How can I help you?

**Myself**

Well, I want to send a letter by speed post.

**Postal Officer**

Oh, it is a very simple procedure. Where do you want to send the letter?

**Myself**

I want to send it to Chiplun.

**Postal Officer**

Since you are sending only one letter it will be less than 50 gm. the cost is Rs. 12 for local delivery and Rs. 25 for up to 1000 km. since Chiplun is 315 km the charge will be Rs25 only.

**Myself**

Now what should I do?

**Postal Officer**

Take this form and fill in your name and address as well as the name and address of the receiver and hand it over to me.

**Myself**

(fills in the form and hands it to the Postal Officer with the letter.) Here, Sir.

**Postal Officer**

(Checking it and stamping it and tearing the receipt.) Here is the receipt. Keep it in case of any complaint.

**Myself**

Here is the money. Thank you, Sir.

**Postal Officer**

Thank you for the changes.
12. You and your friend have recently seen a movie together. When you come out of the theatre you have a conversation with your friend about the film. He does not seem to have enjoyed the film. Write the dialogue. (Sept. 2009)

Ans. (The following is the dialogue between Nikhil and Madhav, out of the theatre on the movie they have recently watched.)

Nikhil : Good movie, wasn’t it?

Madhav : Not as good as I had expected it to be.

Nikhil : Why? I liked the way the concept of Racial Discrimination was portrayed.

Madhav : It is not the matter of Racial Discrimination that I didn’t like. But the way it was put across is what annoyed me.

Nikhil : It’s ok Madhav, after all it is just a movie which is made to entertain people.

Madhav : But remember Nikhil it will have a great impact on the youth of today.

Nikhil : See Madhav, it is finally a movie and people who realise it. I don’t think it is going to make any difference. Especially the kind of difference you are thinking about.

Madhav : The one important thing that I didn’t like about the movie is that it has not received an adult certificate. Just think about the children who will watch this movie?

Nikhil : It is their parents who will deal with it. Now relax and have your coffee and forget about the movie. Remember we have to only look at the entertainment.

13. Write a dialogue between you and your friend on a popular TV programme. (Sept. 2010)

[I (Meena) met my friend (Tina) after a long time. Herewith are the dialogues exchanged]

Meena : Hi Tina its a great pleasure to see you after so long. I was actually thinking of you the other day when I watched K.B.C.

Tina : Why? What was the matter?

Meena : The person sitting on the hot seat was smart and had an excellent knowledge of the questions asked just like you do.

Tina : Oh! Those were the days when we read a lot but these days .......

Meena : But even now K.B.C has a strong influence on people and just to get into the program people have developed the habit of reading.

Tina : Yes, its true, But not all programs are as educative.

Meena : Yes, But might as well make the most of whatever we have.

14. Write a short dialogue between you and the doctor discussing about ‘Cholesterol’, the cause, effects and precautions to be taken to maintain the level of cholesterol. (Sept. 2011)

You : Good Evening, Doctor.

Doctor : Good Evening, Rahul, and how in your uncle after the heart surgery?

You : He is very well, thank you.

Doctor : Well, Rahul, what can I do for you now?
You : Doctor, will you please tell me something about cholesterol?
Doctor : Cholesterol is an organic compound belonging to steroid family occurring practically in all animal tissues.
You : My uncle suffered heart attack because of it. It must be a really dangerous substance.
Doctor : (Smiling) This is a common misconception Rahul. You will be surprised to know that it is the starting material from which the body produces bile acid, steroid hormones, and pro-vitamin substances in the body. It is used by our body to help the digestive system as well.
You : (with eyes popping out) But doctor...... I ...... I don't understand why cholesterol is considered to be harmful.
Doctor : Anything in the wrong proportion whether less or more is harmful. In a normal person it is about .03 percent of his average body weight.
You : What exactly happens if it’s quantity increases in our body.
Doctor : Excess of fat and cholesterol gets deposited in the walls of arteries causing blockage and hardening thus obstructing the free flow of blood and consequently the oxygen supply to vital parts of our body is decreased small blood clots too which easily pass through blood vessels may get trapped by high cholesterol deposit.
You : I see (nodding) now I understand the whole concept. But doctor does that mean we must reduce the intake of foods that increase cholesterol in our body if so what should I avoid eating.
Doctor : Yes, you should substitute high cholesterol foods of animal origin like meat, egg, butter etc. with unsaturated foods like fruits, vegetable, cereals and so on. You should also exercise regularly along with maintaining a proper diet.
You : Thank you, doctor, for the information you have given me.
Doctor : You are welcome, Rahul. Hope to see you again.

15. You wish to open an account in SBI in your area. Write a dialogue between you and the Bank Manager. (March 2011)

(I am sitting in the office of The Bank Manager of SBI Bank at Mulund as I wish to open an account with the Bank)

Bank Manager : (with a warm smile) How can I help you?
I : Good morning sir (as I shook hand with the manager) I wish to open an account with your bank. Please guide me about the procedure for the same.
Bank Manager : Ok. that's nice the procedure is actually very simple. You just need a few documents like an address proof, 1 photo Id, Pan card and 3 photographs and just fill up the form.
I : But Sir what all benefits will I have if I open and account?
Bank Manager : You will have an ATM cum debit card to use. We have facilities like Internet Banking and telebanking in addition to the cheque book.
I : With what amount can I start my account.
Bank Manager : The minimum balance to start an account is 1000 /- and this much of balance has to be maintained throughout.
I : Alright. I live at Mulund but my 'Uncle stays at Andheri and I frequently visit him. Then becomes a trouble to access my account.

Bank Manager : Oh, don't worry as I mentioned earlier you can use the internet banking facility or approach any other branch of SBI for cash or cheque deposit or withdrawal.

I : Oh, that's a relief. You really have customer friendly services.

Bank Manager : Yes, that's our ultimate goal anyway here is your form fill it up and attach all the documents required and your accounts will be opened within 24 hrs.

I : Thank you so much for your time I'll see you tomorrow then, good bye.