**Title of the Play**

A play in ‘insert number of acts and scenes’

By

‘Insert your name’

‘Insert date of Submission’ ex. October 13, 2023

**Characters**

‘Insert names of the characters with short relevant information about them’

Ex.

1. Tshering Wangmo: A middle aged office worker who is unsatisfied with her life. Dresses well and keeps up with trends.
2. Dorji Lhaden: Tshering Wangmo’s coworker who is her closest friend at work. She is older than Tshering and is a bright stout woman.

**Act I**

**Scene I.**

**Time**

Ex. Late afternoon

**Place**

‘Insert the name of the place with a short description’

Ex. Tshering’s spacious office that she shares with four coworkers. Her desk is neat with properly organized files that are in pastel organizers. There is an open laptop.

[Enter the dialogues. Put directional and acting cues in round brackets. Italicize entering and exiting cues.]

Ex.

(Tshering is looking at her laptop and scrolling through her social media as Dorji sits up from her seat and heads towards her)

**Dorji:** What are you doing? Surely not working.

(Tshering continues to scroll through social media)

Oh, will you just reply to me?

**Tshering:** Huh? What did you say? (Still looking at the screen)

**Dorji:** Nothing. I’m going out to research; see you when I get back.

**Tshering:** Oh okay, see you.

*Exit Dorji.*

*Enter Tshering’s Boss.*

(He heads toward Tshering)

**Boss:** Are you done with that report?

**(**Tshering gets startled) What are you doing?

**Tshering:** I need 10 more minutes sir. It will be on your desk.

**Boss:** Okay, I need it ASAP.

*Exit Boss.*

**Tshering:** Maybe I should get started.

**THE END**

**\*NOTE:**

* Use ‘Times New Roman’ font size 12 or ‘Calibri’ font size 11.
* Line spacing should be 1.15
* Excluding the cover page, your script should not exceed 20 pages and must not be less than 15 pages.