

*You open every scene with a Scene Heading. This always in CAPS and has three elements:*

*INTERIOR or EXTERIOR (INT/EXT). Doublespace*

*DESCRIPTION OF LOCATION then space - space*

*INDICATION OF TIME: MORNING/AFTERNOON/EVENING/NIGHT or CONTINUOUS/MOMENTS LATER/LATER/THE NEXT DAY*

*EG:*

*INT. INTERESTING PLACE - MORNING*

*Next you put the action laid out as lower case, full width text, with a ragged unjustified right edge.*

*Keep it clear descriptions of visuals and action. Do NOT describe invisible elements such as thoughts or feelings of characters. EG:*

*The dawn light fell harshly across his worn face.*

*The first time you introduce a character you put his name in caps, age in brackets, and very brief snippet of character description. (It is said that this should be general description that any cast could relate to: I.E. don't say black hair and brown eyes but some more general (some would say flattering) qualities)*

*EG:*

*GRAHAM GREENE (60s) - his handsome but lined face is set in a habitual expression of cynical disdain, that is belied by the impassioned glitter of his eyes - picks up a glass of whiskey and drinks.*

*Dialogue is set to a narrow and centred column with NAME centred and in caps above.*

*GRAHAM GREENE*

*One of the few major disputes between Carol Reed and myself concerned the ending and he was proved triumphantly right. I held the view that an entertainment of this kind was too light an affair to carry the weight of an unhappy ending.*

*You can usefully break dialogue sequences with brief response descriptions. EG:*

FILM CRITIC (35) - his/her attitude of cool apathy conceals a razor-sharp mind, and a passionate desire to explore the world - leans forward towards Greene, accidentally spilling his/her espresso in the desire to blurt out the question.

FILM CRITIC

Is it that Reed on his side felt that your ending - indeterminate as it was, with no words spoken, Holly joining the girl in silence and walking away with her from the cemetery where her lover Harry was buried - would strike the audience who had just seen Harry's death and burial as unpleasantly cynical?

GRAHAM GREENE

I was only half convinced:  
I was afraid few people would wait in their seats during the girl's long walk from the graveside towards Holly..

Keen Student cuts across Greene, almost shouting.

FILM CRITIC

And the others would leave the cinema under the impression that the ending was still going to be as conventional as your suggested ending of boy joining girl! I would say you had not given enough credit to the mastery of Reed's direction!

Greene starts to sob, and is comforted by Film Critic.

*To end the scene you can either just start a new line and a new Scene Header, or you can put a tag:*

FADE IN:

FADE OUT:

FADE TO:

CUT TO:

EXT. VIENNA IN RUINS - LATER

Greene and Film Critic walk arm in arm through the shells of once grand architecture.

GRAHAM GREENE

If only I had known you when I  
wrote the script. We could have  
worked together on it.

FADE TO BLACK.