The diary & letters book
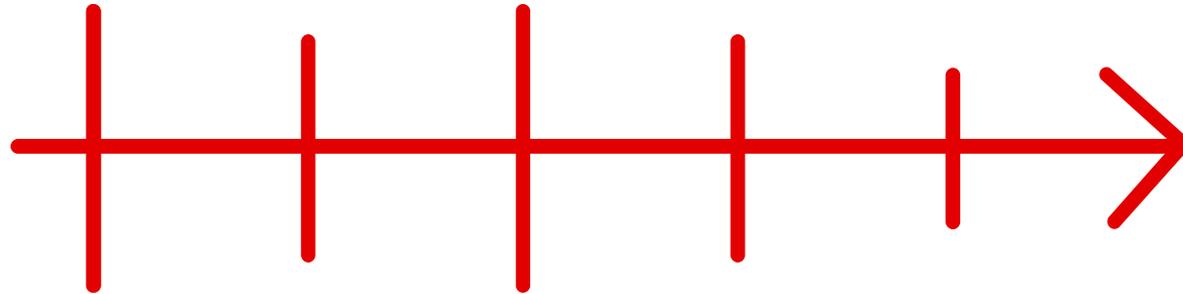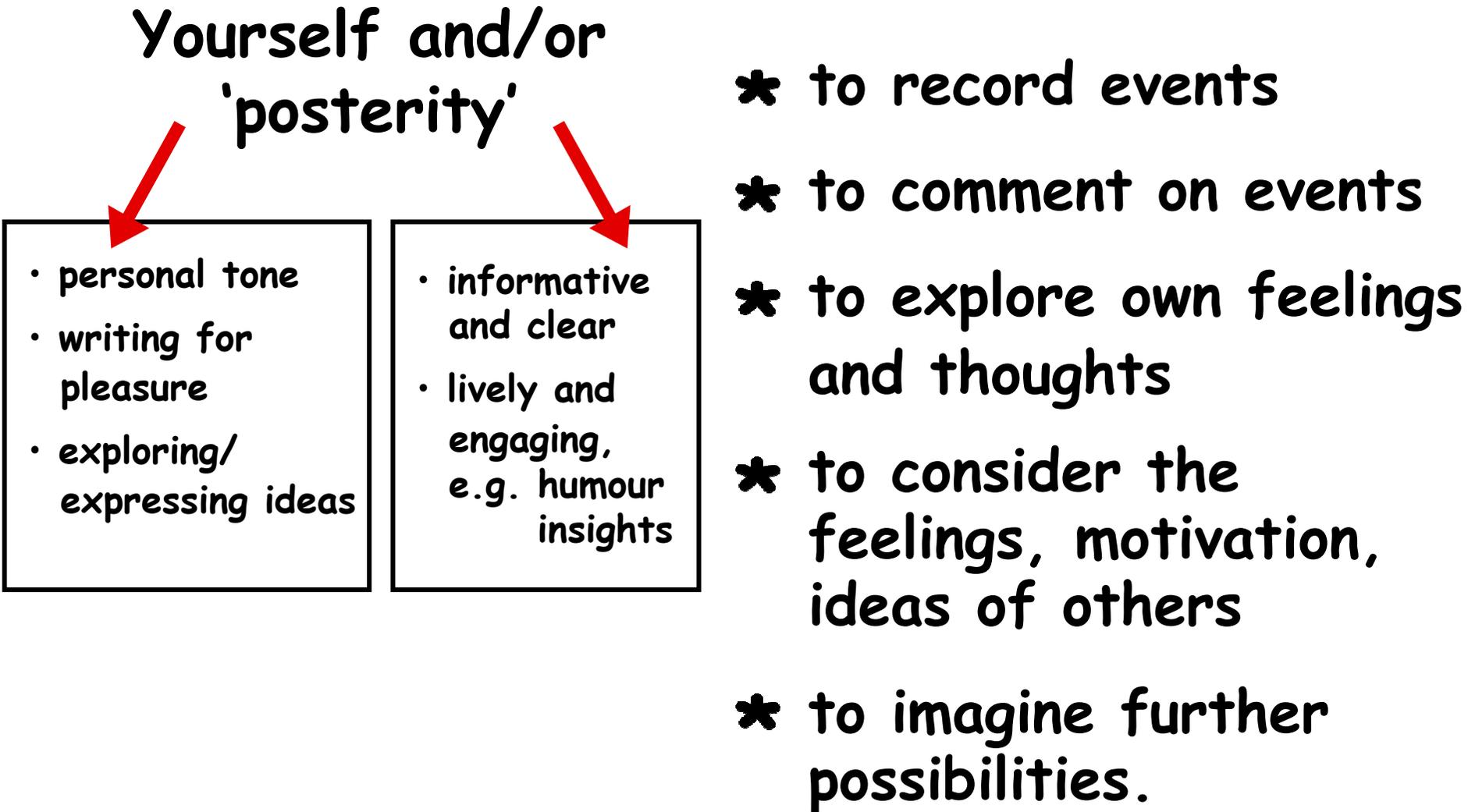
Sue Palmer

Diaries and Journals

* personal record of events

* in time order, with dates noted

(generally, chronological order)

Audience & purpose

Yourself and/or 'posterity'

- personal tone
- writing for pleasure
- exploring/ expressing ideas

- informative and clear
- lively and engaging, e.g. humour insights

* to record events

* to comment on events

* to explore own feelings and thoughts

* to consider the feelings, motivation, ideas of others

* to imagine further possibilities.

Conventions & language features

Monday, February 2nd

diary entry

Tuesday, February 3rd

diary entry
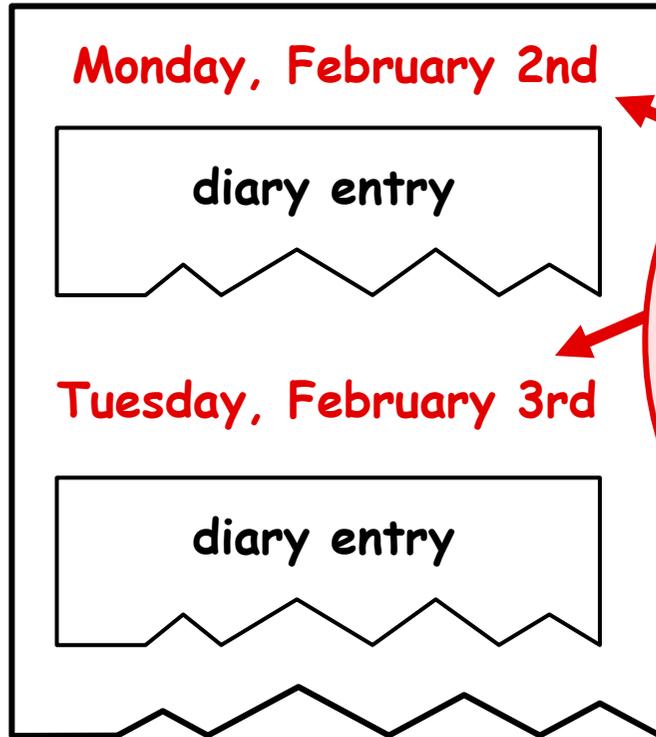
Dates show the time passing

Tuesday, Feb 3rd
9.00 a.m.

Afternoon

Sometimes, time 'sub-headings'

* past tense to record events

* present tense to describe thoughts, feelings, etc.

* first person

* lively use of language, e.g. 'powerful' verbs, adjectives and adverbs

* conversational tone.

Planning a 'diary entry'

time line

Events in time order
(note the dates/times)

who?   what?

Intro para

where?   when?

satisfying conclusion

Use skeleton to make brief notes or 'memory joggers' to plan before starting to write.

calendar chart

Mon Feb 2nd
Tue Feb 3rd
Wed Feb 4th

Spidergram

for non-chronological description

Idea or Event

Brainstorm thoughts

If necessary, arrange into categories.

Personal & Formal Letters

to keep in touch

to ask for information

to say thank you

Purpose
Why do people write letters?

recount events

give instructions

to give an invitation

to provide information

complain

to influence opinion

describe someone, something

explain a process

persuade someone to your point of view
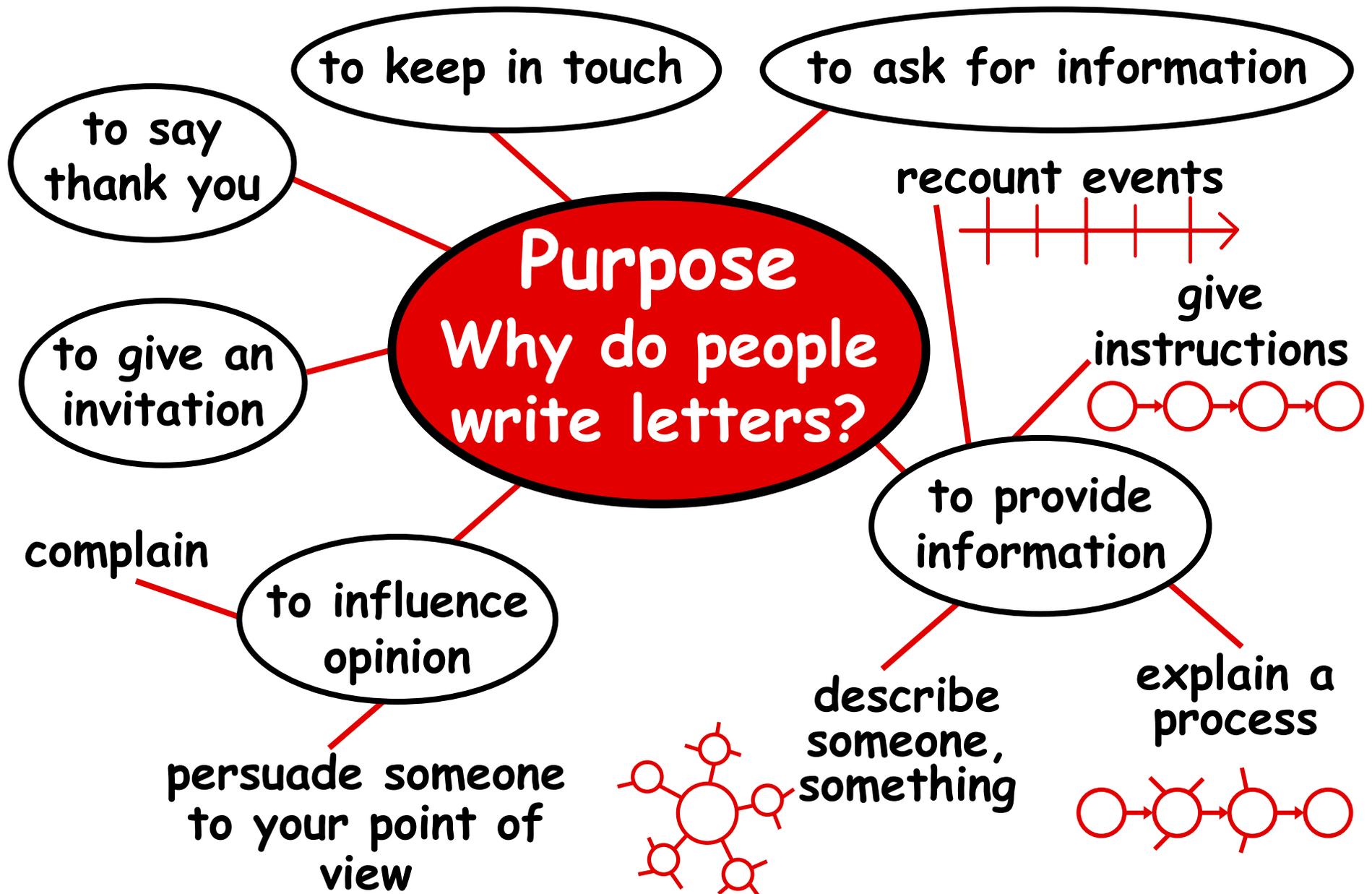
Audience and Purpose

Audience – someone you know well*

personal

Purpose

* to make contact

* to communicate as necessary

* to entertain and amuse e.g. anecdotes, humour

* to show you are thinking about your reader e.g. enquiries about family, references to shared memories.

Audience – usually someone unknown or unfamiliar
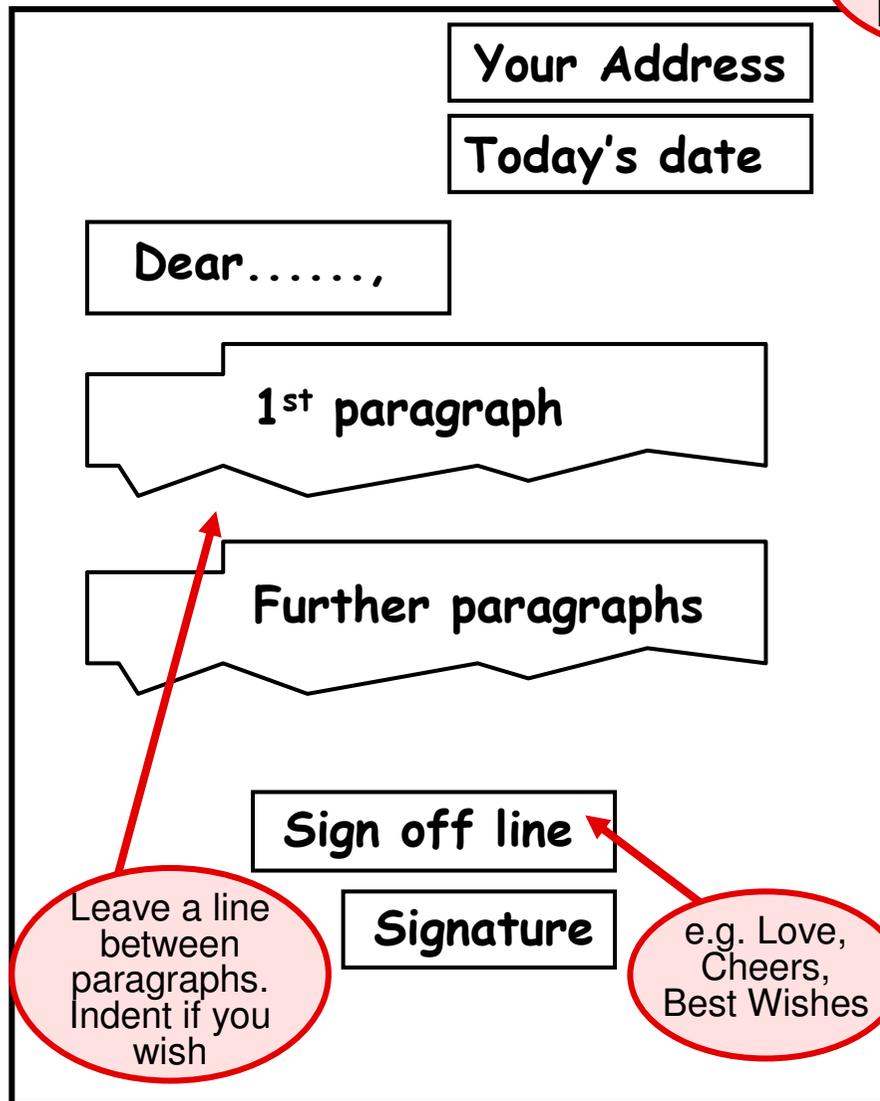
formal

Purpose

* to introduce self

* to explain reason for writing

* to communicate as necessary

* to state clearly any intended outcome of letter, i.e. what you want reader to do.
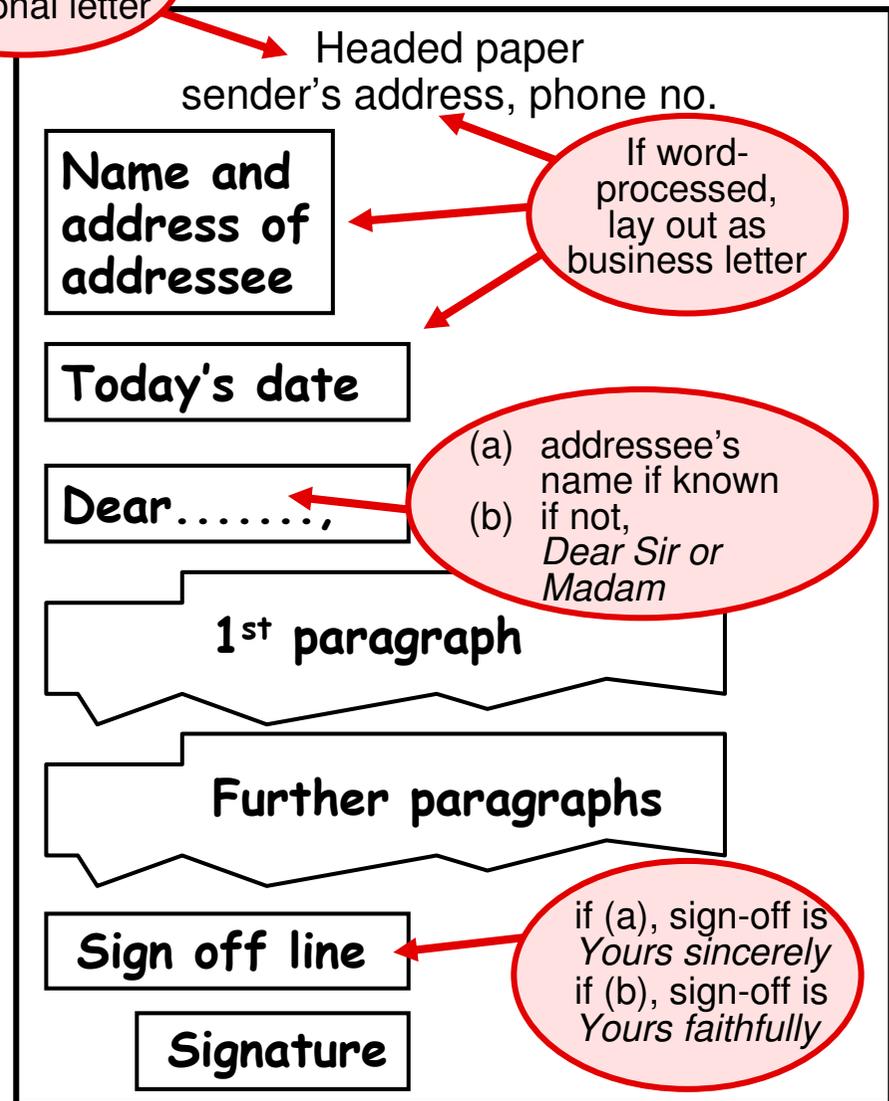
* the age and interests of your reader will affect style.

Conventions and layout

Personal Letter

Your Address

Today's date

Dear......,

1st paragraph

Further paragraphs

Sign off line

Signature

Leave a line between paragraphs. Indent if you wish

e.g. Love, Cheers, Best Wishes

Formal Letter

If handwritten, lay out as personal letter

Headed paper sender's address, phone no.

Name and address of addressee

If word-processed, lay out as business letter

Today's date

Dear......,

(a) addressee's name if known
(b) if not, *Dear Sir or Madam*

1st paragraph

Further paragraphs

Sign off line

Signature

if (a), sign-off is *Yours sincerely*
if (b), sign-off is *Yours faithfully*

Language features

Personal Letter   **Formal Letter**

* ✱ first person (I/me), addressing second person (you)
* ✱ specific named people, places things (proper nouns)

* ✱ lively use of language e.g. 'powerful' verbs, adjectives and adverbs.

* ✱ informal connectives, as in spoken language e.g. And…, But…,*.

* ✱ conversational tone.
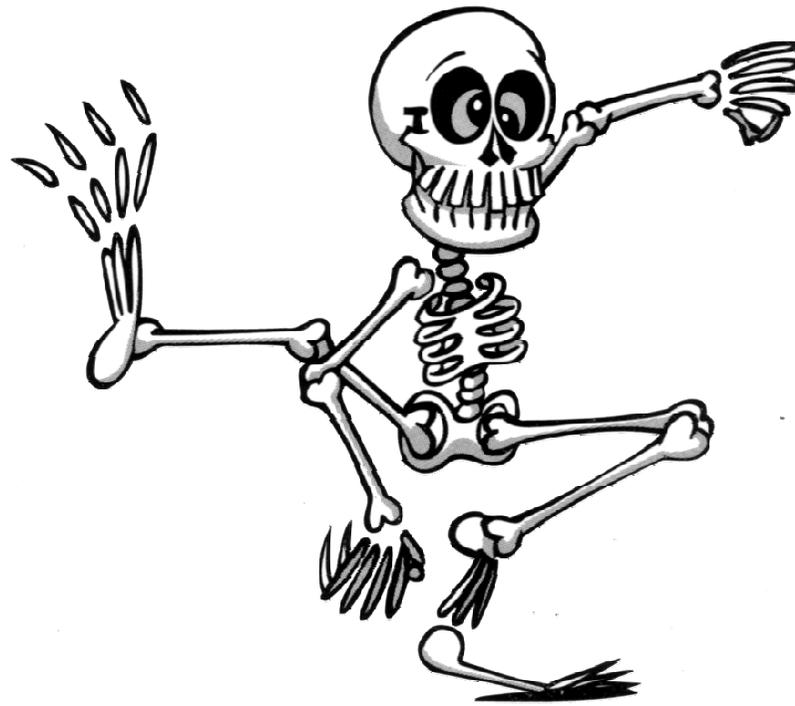
* ✱ clear use of language, e.g. conventional vocabulary, 'precise' verbs, adjectives and adverbs.

* ✱ formal connectives, e.g. Furthermore…,   However…,.

* ✱ formal tone.

* In formal writing and, but, or and so can occur only in the middle of sentences. In speech or informal writing they sometimes occur at the start.

Conversational tone

* contracted forms of words, e.g.
  can't, isn't

* questions and exclamations

* exaggerations (hyperbole)

* conversational words and phrases, e.g.
  Anyway,… After all,… By the way,…

* chatty 'asides' (anecdotes, comments in brackets).

The End