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

- 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

- 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.

Monday, February 2nd

Tuesday, February 3rd

Dates show the time passing

Sometimes, time ‘sub-headings’
Planning a 'diary entry'

Events in time order (note the dates/times)

Intro para

who? what? when? where?

time line

calendar chart

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

Satisfying conclusion

Spidergram for non-chronological description

Idea or Event

Brainstorm thoughts

If necessary, arrange into categories.

Mon Feb 2nd
Tue Feb 3rd
Wed Feb 4th
Purpose
Why do people write letters?

to keep in touch

to ask for information

to say thank you

to give an invitation

to influence opinion

complain

to persuade someone to your point of view

describe someone, something

give instructions

to provide information

tell a process

tell events

Personal & Formal Letters
# Audience and Purpose

<table>
<thead>
<tr>
<th>Audience – someone you know well*</th>
<th>Audience – usually someone unknown or unfamiliar</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td><strong>Purpose</strong></td>
</tr>
<tr>
<td>★ to make contact</td>
<td>★ to introduce self</td>
</tr>
<tr>
<td>★ to communicate as necessary</td>
<td>★ to explain reason for writing</td>
</tr>
<tr>
<td>★ to entertain and amuse</td>
<td>★ to communicate as necessary</td>
</tr>
<tr>
<td>e.g. anecdotes, humour</td>
<td>★ to state clearly any intended outcome of</td>
</tr>
<tr>
<td></td>
<td>letter, i.e. what you want reader to do.</td>
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</tbody>
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* 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

If handwritten, lay out as personal letter

Leave a line between paragraphs. Indent if you wish

e.g. Love, Cheers, Best Wishes

Formal Letter

Headed paper
sender's address, phone no.

Name and address of addressee

Today's date

Dear…….,

1st paragraph

Further paragraphs

Sign off line
Signature

If word-processed, lay out as business letter

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

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

**Personal 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.

**Formal Letter**

* 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