



HOW TO WRITE A DIARY

Date: *7th June 2010* (or 7 June, or Monday, 7June)

Opening: *Dear Diary* (or any other salutation, such as Dear Me)

Introduction: It could be a general comment on how the day was.

Today was a great day! or Today was a boring day. Today was not a very good day...

Body: It is the main part of the diary entry. You could describe what happened to you or your personal feelings about something or someone. You could also write about your future plans in this part.

Today was my first day of work and I am exhausted. The factory was not what I expected at all! The machines were so load that I did not hear the instructions from my boss very well...

Conclusion: The diary entry can be concluded with a comment about the day,

ex. It was overall an exciting day or the situation at that moment,

ex. I am really tired now, after a long day at work.

Closing: eg. *Love, XYZ* or *Bye, XYZ*