

NAME:

Diary Entry Planning

ORIENTATION

The orientation of your diary entry should briefly introduce the subject of the entry and should make it clear how you are feeling:

SEQUENCE OF EVENTS

Go into detail about the events/issue and sequence them in chronological order.

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FINAL THOUGHT

This should be a final summation of how you are feeling about your situation. It could include your hopes, dreams, fears for the future.

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DESCRIPTION

In the boxes below, list descriptive words/phrases you can use to show the reader the setting and your feelings/emotions.

FEELINGS/EMOTIONS	SETTING



NAME:

Editing Checklist – Diary Entry

GENERAL

	GUIDELINES	COMPLETE
PUNCTUATION	I have a full stop, exclamation mark or question mark at the end of every sentence.	
	I have started every sentence with a capital letter.	
	I have used capital letters for proper nouns (eg. names of people and places).	
	I have not used any unnecessary capital letters.	
	I have used commas where appropriate.	
	Any dialogue/speech is punctuated correctly.	
SPELLING	I have carefully checked the spelling of all words (make sure not to rely on spellcheck!)	
GRAMMAR	I have read my work aloud to ensure that all my sentences make sense.	
	I have checked for common mistakes in words (there/their/they're, affect/effect, its/it's, your/you're etc.)	
FORMATTING	My work is appropriately formatted according to my school's guidelines (things to consider include line spacing, font type, font size, indentations)	

DIARY ENTRY

	GUIDELINES	COMPLETE
STRUCTURE	My diary entry begins with the date.	
	My diary entry follows a sequence of events in a logical order.	
	My diary entry is organised in paragraphs.	
	My final thought sums up the entry and my feelings.	
DESCRIPTION	I have used effective imagery to describe the setting.	
	I have used specific words where possible (eg. Instead of run you may write sprint, jog, gallop etc.)	
	I have used subjective language to describe emotions and feelings.	
POINT OF VIEW	I have written in first person throughout the diary entry.	