

PERSONAL WRITING - English Form 1 Functional Writing Notes

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[Diaries](#)

A diary is a written record of things that happen each day.

It is also a record of things you plan to do per day and the time you plan to do so.

A diary is also the book in which you write down things that happen to you on daily basis.

[Diaries to Record What is Planned to be Done](#)

Here, we record things we plan to do.

Let us look at the sample below:

| MY DIARY | | | |
|-----------------|---------------------------------|-------------------|----------------------------------|
| DAY | DATE | TIME | EVENT |
| Saturday | 23 rd April, 2015 | 8.00 am | Waking up |
| | | 8.15 am | Taking shower |
| | | 8.30 am | Breakfast |
| | | 8.40-10.30 | Reading History |
| | | 10.35am – 12.30pm | Going for skating |
| | | 1.00 pm | Lunch |
| | | 2.00 pm | Reading the Bible |
| | | 7.30 pm | Supper |
| Sunday | 24 th April, 2015 | 7.00 am | Breakfast |
| | | 8.00 am | Attending mass |
| | | 11.00 am | Reading CRE(St Luke's Gospel) |
| | | 1.00 pm | Taking lunch |
| | | 2.30 pm | Playing video games |
| | | 4.00 pm | Watching movies |
| | | 6.00 pm | Writing notes |
| | | 8.00 pm | |

Diaries for Recording the Daily Observation

Diary,
I started writing my first poem. I thought of what to write and by lunch time, an idea crossed my mind. I decided to write about corruption. I entitled it "Another Bond - Eurobond". I had a lot to write about it. As I write now, my dear, I have completed writing it. Hopefully, I will write another one before the week ends. I will inform you about it once that is done. Bye

Addresses

An address is a superscription of a letter directing who the letter is meant to reach.

The writer also writes their address in the letter to allow for the reply.

An address is written on an envelop, letter, or package.

Addresses in Letters

Address format vary according to the type of letter written.

Even though they are written differently, there are common features such as:

- The post office box number
- The postcode
- The street, road, or building where the post office is located
- The city or town
- The country

There are two formats of writing addresses:

- Block format
- Indented format

Block Format

Address written in a block.

Paragraphs also blocked.

An example is
KAMBOGO FOOD AND BEVERAGE,
P.O BOX 555-35400,
KAMBOGO - KENYA.

Indented Format

Written on a slant.

The paragraphs in the letter are also indented.

An example is:
MAMBOGO FOOD AND BEVERAGES,
P.O. BOX 555-35400,
KILIMAMBOGO - KENYA.

Exercise

Write each of the addresses below as they would appear on your envelope: