**Conversation Diary Instructions**

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**1. Why keep a conversation diary?** A conversation diary is a record of your personal conversation practice. If you practice in class, outside of class with classmates, at an institute, or just talk in English with your friends, the conversation diary is a record of who you talked with, how long you talked, what you talked about, and what you learned (by correcting and being corrected by others). It also helps us have better conversation practice because it helps us remember our mistakes so that we can study them later. Also, if there is anything we can’t understand on our own, it is a place to write down questions so that we can ask our teacher for help.

**2. When should I record a conversation in my diary?** Any time you speak English with another person or a group of people it is good to write it down. Always remember to ask the people for help when you are speaking so that your conversation practice is fun and effective. You can say things like: “Is that right?” or “How do you say...?” or “What’s the right word?” Helping others and asking others for help is the best way to improve your conversation skills. And remember, if your can’t find the answer on your own, your conversation teacher is always happy to help.

**3. What should I leave out of my conversation diary?** Your conversation diary is a record of your conversation practice. Some conversations are private. You should avoid putting personal details or private conversations into your diary. If you are not sure if a conversation record should be in your diary, go ahead and leave that one out.

**4. How should we record our conversations in our diary?** A conversation diary entry has several parts but it  is very simple. It looks like this::

*OC. 9/16. 1:30-2:30. Min-ju and Su-bin. Starbucks.*

*Unit 2 and 3 conversation practice. “illness”. Small*

*talk. PC: go/went. PC: pronounce? “vacuum”. TQ:*

*“Where is house/home?”*

* In-class or out of class practice? In-class conversations can be marked with “IC”. Conversation outside of class can be marked with “OC”.
* Date and Time.
* Who participated in the conversation?
* Where did the conversation take place?
* What did you practice? If you practiced something from the book or a special topic write that down. It will help you remember your conversation practice later. If you just chatted, write “small talk.”
* Next record any correction you received from your partner or teacher. Partner correction can be marked with a “PC”. Teacher correction can be marked “TC”. If you know something isn’t right and find the correct way by yourself write “SC” for self-correction.
* If you have a question to ask your teacher later, mark that one “TQ” so it will be easy to find later.

The best thing is probably to write these instructions in the front of your diary so you can look at them the first few times you make an entry. After a while you will remember and it will become very quick and easy.

**5. Will I be getting a grade for this assignment?** Yes. The conversation diary will be checked in class each week and collected at midterm and before the final exam and the grade you receive on it will be an important part of your grade for this class.

**6. Will some people cheat and make up the entries in their conversation diaries?** Some people might do that, but the teacher will be checking them often and can tell very easily who is doing a good job. For instance, if someone writes in their practice diary that they are practicing a lot but their English skill is not improving, the teacher will know something is wrong. The best thing is to do your best and don’t worry about others. If you do your best you will get a good grade.