

Using げんこうようし

Basic rules for writing horizontally

- 1 Write only one Japanese character in each square. Little や, ゆ, よ and っ take one square but are written in the bottom left quarter of the square
- 2 When writing Arabic numbers, write two numerals per square
When writing numbers in kanji, write one kanji per square.
- 3 Punctuation (。、「」) takes one square. Write the punctuation marks 。 or 、 in the bottom left quarter of the square. An opening punctuation mark 「 goes in the top right quarter of the square. A closing punctuation mark 」 goes in the bottom left quarter of the square.
- 4 If a line is going to start with the punctuation marks 。 or 、 move the punctuation mark into the last square of the previous line. Avoid starting a new line with 。 or 、 .
- 5 Indent one space at the start of each paragraph.

When writing a diary entry

Follow the basic rules above for using げんこうようし, as well as the following:

- 1 Date, day and weather make up the heading.
- 2 You don't need to write わたし or ぼく when the topic is about you.
- 3 The first paragraph is a summary of the day with information about who, when, where and what.
- 4 Paragraphs in the body can include detailed information of events or the writer's thoughts or feelings.
- 5 The last paragraph has concluding comments, or future plans.

When writing a letter

Follow the basic rules above for using げんこうようし, as well as the following:

- 1 Write the name of the person you are writing to at the top left, followed by さんへ.
- 2 It is usual to start the first paragraph by talking about the season or weather.
- 3 Write the main body of the postcard; include your response to any questions or comments.
- 4 The last paragraph has any final greetings. Say good-bye.
- 5 Write the date in the following order – year, month, day.
- 6 Finish by indenting about half the page and write your name followed by より.