

Your Guide to Writing the Eulogy

1. What is the mood or tone of your eulogy? Your eulogy's mood or emotional tone may be humorous or serious. Decide on a tone that is appropriate for the personality or circumstances of the deceased in your eulogy.
2. What do you want to say or mention about the deceased in the eulogy? What role of the deceased do you want to highlight in your eulogy? (ie, as a parent, employer/employee, as a grandparent, as a child, as a colleague, as a neighbour). Focus on a particular role of the deceased when writing a eulogy so that your eulogy will have a unified theme. Focusing on a particular role when writing an eulogy will also help you personalise the eulogy more rather than spreading yourself too thin on many roles and risk becoming too impersonal already.
3. What specific character trait, attitude or special talent of the deceased set him apart from all the others of the same role? Give anecdotes and instances that support your answer. In this part, it is up to the eulogy writer's creative ability to think of possible details to include and personalise the eulogy more, like the following:
 4. If the deceased was fond of poetry, you may share his favourite poem in your eulogy.
 5. If the deceased was fond of telling stories, you may mention a story he used to tell in your eulogy.
 6. If the deceased was a volunteer for a cause, you may mention the cause in your eulogy.
7. How is the deceased related to you personally?
8. How has the deceased touched your life personally? Here, if you are writing an eulogy for a parent who happens to be your neighbour, mention shortly how the deceased was as a neighbour.
9. What can you not forget about the deceased? Give specific examples in your eulogy.
10. How do you think the deceased would like to be called or remembered? Here, you may want to mention or recount personal conversations with the deceased that led you to think how he/she would want to be remembered by in your eulogy.
11. What do you want to say to the deceased person. This part of the eulogy may be written by the eulogy writer in the second person point of view as compared to the question #s 1-8 which are written in third person point of view.

Summary list of things you may want to include in the eulogy:

1. Date and place of birth
2. Parent's names and occupations
3. Siblings names, life status, where they were in the birth order
4. Where they grew up
5. Schools they attended
6. Childhood friends/interests
7. Work history - first job, trades etc
8. When, where and how they met and married their partner
9. Any children they had
10. Stories about them as a young family - holidays, pets, travel
11. Any hobbies or interests
12. Places they lived
13. Grandchildren/great grandchildren
14. Health - any illnesses that lead to their death
15. Final years
16. Any special thanks to doctors, nurses, caring facilities or organisations