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MATRICULATION NUMBER- 19/MHS09/025

DEPARTMENT- DENTISTRY

COLLEGE- MHS

COURSE- GST122(ASSIGNMENT)

## FORMS OF WRITING

### 1. Letter

Letter writing is as old as man and literacy. It constitutes the earliest forms of writing known to man. The act of letter writing is mentioned in Iliad, an ancient Greek text set during the Trojan war and written by Homer

#### Types

- Formal letter
- Informal letter
- Semi formal letter

### 2. Electronic mail(E-mail)

It is defined as the transmission of messages over communications networks. It is a system of electronic communication which allows a user to compose and send messages which is/are transmitted to the other

### 3. R sum 

A r sum (from the French word "r sum  " means "summary") is a typed document which summarises a person's background information by supplying only the basic details of the owner's education, skills and experience with the intent of giving a fair knowledge, on which assessment of the owner can be done for the employment.

### 4. Memoir

A memoir(from a French word "m moire") refers to a collection of personal memories of an individual as recollected by that person.

### 5. Biography

A biography is an account of a person's life written by another person, oftentimes with his/her permission and/or personal involvement.

## 6. Autobiography

This is a form of writing of the personal account of a person's life written by the same person.

## 7. Diary

A diary details what happened during the day in a person's life—answering the wh-questions of who she/he saw or met, what she/he did, where she/he went and so on.

## 8. Review

A review, especially a book review, refers to a critical evaluation of a publication. When a review of a book is done, the reviewer is expected to point out its strengths and weaknesses for the benefit of the reading public, and may be the author as well.

## 9. Report

The word 'report's is form a French word 'reportaire' which means 'to carry back'. Since it is generally known that no one can build something on nothing, 'to carry back' indicated that an enquiry had been carried out of which report is the feedback.

### Types

- School project
- Minutes of a meeting (agenda is very important).