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There are a great number of forms that writing can take, and each one has its own guidelines and its own importance in the world of the written word. The following can be categorized under the forms of writing.

1. Letter
2. Electronic mail (e-mail)
3. Resume
4. Memoir
5. Biography
6. Autobiography
7. Diary
8. Review
9. Report
10. School project
11. Minutes of meeting
12. Agenda
13. LETTER

Letter writing constitutes the earliest form of writing known to man. A letter can be defined as a means of writing containing information which is sent from one party to another. There are three categories of letter:

1. Formal letter: This is the type of letter that is called business or official letter. It is addressed to someone in their official capacity. A formal letter has two addresses. The writer’s address written at the top right hand corner with date and the addressee’s address which comes immediately below the writer’s address. The salutation of formal letter is “Dear Sir/Madam” where is an uncertainty on the addressee’s sex. Complimentary closing of a formal letter is usually “Yours faithfully”
2. Informal letter: This is a type of letter written to close relatives, friends, or any other person whom we consider our friends. It is a friendly letter where the wordings of the letter are not official as of formal letter. Informal letter contains only one address and that is the address of the writer. The salutation allows for familiarity where by the name of the person you are writing the letter to can be mentioned. The conclusion part of this type of letter can be friendly.
3. Semi-formal letter: This is a type of letter we write to those with whom we neither have a formal nor an informal relationship with. This type of letter shares both the characteristic of formal and informal letter. It has only on address. The language and tone should strike a balance between being informal and formal. The type of relationship existing between the two parties determines both the salutation and complimentary closing.

Advantages of letter writing includes;

1. It leads to the mastery of the technique of good writing.
2. It does not need any special type of device before it can be sent or received.
3. It provides an instantaneous and physical record of communication, without the need for printing.
4. ELECRTONIC MAIL(E-MAIL)

This is defined as a system of electronic communication which allows a user to compose and send message which is transmitted electronically from one terminal to another. For an email to be sent, the sender and the recipient must have an email address through which the mail passes electronically. An example of email address is:oyebanjiabigail05@gmail.com. Email messages are stored in electronic mailboxes until the recipient fetches them by clicking on the message to view its content.

Advantages of email includes;

1. It is reliable
2. It is time consuming and fast
3. It is stress free
4. It is fast and economical

Disadvantages of email includes;

1. Without power supply, a message cannot be sent or received through mail.
2. It requires certain technical knowhow to function which might not be available to all.
3. It is susceptible to cyber attack
4. One can be a victim of email bombing or receive a deluge of unsolicited mails via email.

There are as well some terms associated to email which include; email spoofing, malware, phishing, email bombing.

1. **Résumé**

It is from a French word which means summary. It is typed document that contains only the summarized details about a person’s background. It can be used for different things including seeking an appointment on a government or non-governmental board, but it is mostly used to seek a job. The résumé is by purpose shorter than the CV which is longer and more comprehensive in showing a person’s personal details. To assist the employer to reach a quick and solid decision about recruitment, modern résumés should highlight keywords or skills that potential employers are looking for a job seeker in a flattering way.

1. MEMOIR

Traditionally, an autobiography covers an entire lifetime, while a memoir tends to focus on a narrower set of the author’s experiences. It is from a French word m`emoire meaning memory or reminiscence. It is a collection of memories that an individual write about memories or events, both public or private, that took place in the subject’s/person’s life. Memoirs are often associated with popular personalities such as celebrities, sportsmen, soldiers, singers, and writers. It allows making a connection with what the audience finds captivating, interesting, appealing, and engaging. The author of a memoir is referred to as a memoirist or a memorialist. Example include; *A Moveable Feast, Speak Memory, Homage to Catalonia* and many more*.*

1. BIOGRAPHY

Biography is simply an account or detailed description about the life of a person. It entails basic facts, such as childhood, education, career, relationship, family, and death. Biography is a literary genre that portrays the experiences of all those events occurring in the life of a person, mostly in a chronological order. Unlike a resume or profile, a biography provides a life story of a subject, highlighting different aspects of his or her life. A person who writes biographies, is called as a “biographer.” Example of biography is; *Shakespeare: A Life* (By Park Honan)

1. AUTOBIOGRAPHY

An autobiography is a self-written account of the life of oneself. Roy Pascal differentiates autobiography from the periodic self-reflective mode of journal or diary writing by noting that autobiography is a review of a life from a particular moment in time, while the diary, however reflective it may be, moves through a series of moments of composition. While biographers generally rely on a wide variety of documents and viewpoints, autobiography may be based entirely on the writer’s memory. The memoir form is closely associated with autobiography but it tends, as Pascal claims, to focus less on the self and more on others during the autobiographer’s review of his or her life. This form of writing is expected to be factual and not fictional. A person who wishes to write an autobiography later in life should consider keeping a diary/journal so as to plenty of notes to go back to, when he/she is ready to put to paper.

1. DIARY

A diary is a place where you record events, experiences and other personal things that interest you. It usually contains the findings, experiences and the emotions of the writer for personal sentimental reason and consumption, written without the intention of being published. Someone who keeps a diary is known as a diarist. Diaries undertaken for institutional purposes play a role in many aspects of human civilization, including government records, business ledgers, and military records. By extension the term diary is also used to mean a printed publication of a written diary; and may also refer to other terms of journal including electronic formats. A diary is a collection of notes.

1. REVIEW

A review means to look back over something for evaluation or memory. These reviews play an important role for writers of books. While a good book review can change the fortune of a book leading to more publicity and sales, a bad review on the other hand can also spell doom by causing the books to receive fewer sales or even be pulled from selves and online stores such as Amazon, Jumia and Konga.

1. REPORT

A report is a document that presents information in an organized format for a specific audience and purpose. Although summaries of reports may be delivered orally, complete reports are almost always in the form of written documents. It is a French word *reportaire* which means “to carry back.” Before a report of any kind can be presented, a process would have been involved; a process whose intention would be to gather information and facts for the use of the readers. The most important thing a report contains and gives is information. Characteristics of a good report; it should be written in simple English language, it should be clear, it should cater to be the interest of the targeted reader(s) and many more. There are as well reasons why there is a bad report sometimes. They include; ambiguity, over-editing, joint authorship and many more.

1. SCHOOL PROJECT

As the name implies, it is a project or long essay is usually undertaken by students of tertiary institutions as a part of requirements for obtaining their degrees or diplomas. It is a research carried out on a particular phenomenon in order to fill a gap or contribute to knowledge. After the last project, such things as bibliography, references or works cited, appendices are included.

1. MINUTES OF MEETING

They are instant written record of a meeting or hearing. They typically describe the events of the meeting and may include a list of attendees, a statement of the issues considered by the particpants, and related responses or decisions for the issues. The person whose duty it is to take down the minutes of a meeting is the secretary or a person so designated in the absence of the secretary. Before a meeting commences, there is always the AGENDA. Like any other report, minutes must be clear, factual, accurate, brief and unambiguous. It should be written in the past tense (usually, it is a reported speech).

1. AGENDA

An agenda is a list of meeting activities in the order in which they are to be taken up, beginning with the call to order and ending with adjournment. It usually includes one or more specific items of business to be acted upon. It may, but is not required to, include specific times for one or more activities. An agenda may also be called a docket, schedule, or calendar. It may also contain a listing of an order of business. It is the duty of the chairman and the secretary to come up with the agenda according to the needs of their corporate body.