**NAME: OGBUDO PRAISE IFEANYI**

**MATRIC NO: 19/ENG02/040**

**COURSE TITLE: COMMUNICTION IN ENGLISH**

**COURSE CODE: GST 122**

**QUESTION: WRITE A LETTER FOR EACH TYPES: - FORMAL, INFORMAL&SEMIFORMAL.**

**ANSWER:**

**FORMAL**

Flat no 3T9, Millennium shelter,

Sagbon-lugbe, Abuja.

13th April, 2020.

The Divisional Police Officer,

Area J Police Station,

Lugbe, Abuja.

Dear Sir,

LYNCHING OF A SUSPECTED PICKPOCKET

I write to inform you of an incident that happened today, Friday, April 13th 2020, wherein a suspected pick-pocket was lynched by a mob.

I was at a nearby market stall buying roasted yam when the incident happened. The suspected thief was pursued to the market and lynched by the mob. I was alarmed and could not wait to see the outcome of their action.

The event happened at olori-nla Market, near Isale Koko, Ado-Ekiti, Ekiti state. You may wish to investigate the matter further.

Yours faithfully,

OGBUDO PRAISE.

**INFORMAL**

Flat No 3T9, Millennium Shelter,

Sagbon-lugbe, Abuja.

13th April 2020.

Dear victor,

How are you and the family? I hope you are all doing well in this period of the COVID-19 pandemic. I am writing to check on how you are doing in this period.

I heard that the area around mile 12, has been sealed off and is currently in a state of unrest. I have heard and seen on the news, cases of armed robbery attacks, vandalism, stealing and all forms of vices. I also heard that your area has the highest record of corona virus outbreak. I hope you are doing well in this period and you are not creating problems for your family.

I hope that you are obeying all the rules and regulations set by the NCDC to curb corona virus. I pray that you and your family are fine during this trying time.

My regards to your parents and siblings. I will see you later.

Your friend,

Praise.

**SEMI-FORMAL**

Flat No 3T9, Millennium Shelter,

Sagbon-lugbe, Abuja.

13th April 2020.

Dear Mr. Badmus,

I am pleased to inform you of my admission into the university which I received yesterday.

I had written my WAEC and JAMB examinations and have been trusting God for an admission. Yesterday, I got a letter informing me of my admission into the prestigious Afe-Babalola University Ado-Ekiti.

Expectedly, my parents advised that I inform you before my departure to school and also thank you for your interest in my education and your guidance. I thank you for your support and advice during my period of waiting. You are more than a neighbor to us.

My regards to Madam and the children.

Yours sincerely,

Praise Ogbudo.

**QUESTION: PREPARE A RESUME FOR YOURSELF.**

**ANSWER;**

**RESUME**

**PERSONAL INFORMATION**

Name: OGBUDO PRAISE IFEANYI

Date of Birth: 26th may 2004

Gender: Male

State of Origin: Delta state

Religion: Christianity

Address: No 3T9 millennium shelter estate

Email: [piogbudo@gmail.com](mailto:piogbudo@gmail.com)

**EDUCATIONAL BACKGROUND**

2009-2012 FLORA INTERNATIONAL PRIMARY SCHOOL

2013-2019 LUGBE INTERNATIONAL ACADEMY

2019-Date AFE BABALOLA UNIVERSITY (COMP. ENG.)

**SKILLS**

Excellent Interpersonal Relationship

Team Work

Expertise in computer

**INTREST**

Reading

Meeting people