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Forms of writing

Letter; A letter is a written message that can be handwritten or printed on paper. It is usually sent to the recipient via mail or post in an envelope, although this is not a requirement as such. Any such message that is transferred via post is a letter, a written conversation between two parties.

Types of Letters

We should first understand that there are broadly two types of Letters, namely; formal letters, and informal letters. But then there are also a few types of Letters based on their contents, formalities, the purpose of letter writing, etc.

* Formal letter: These Letters follow a certain pattern and formalities. They are strictly kept professional in nature, and directly address the issue concerned. Any type of business letter or letter to authorities falls within this category.
* Informal letter: These are personal letters. They need not follow any set pattern or adhere to any formalities or are a written conversation.
* Business Letters
* Social Letters
* Circular Letters
* Employment Letters

Letter Writing Tips

1. Identify the type of Letter
2. Make sure you open and close the letter correctly
3. Establish the main intent of the letter
4. Be careful of the language
5. Length of the Letter

Electronic Mail

Electronic Mail (Email) is a process by which digital information can be sent, received, forwarded, and stored using telecommunications Network. Using the internet, email can also be sent to bulletin boards. Here, information, including files and programs pertaining to topics of interest, is posted on computer networks for review.

Résumé

A résumé or resume is a document used and created by a person to present their background, skills, and accomplishments. Résumés can be used for variety of reasons, but most often they are used to secure a new employment

A typical résumé contains a summary of relevant job experience and education.

Memoir

A memoir (meaning memory or reminiscence) is a collection of memories that an individual writes about moments or events, both public or private, that took place in the subject's or person’s life. The assertions made in the work are understood to be factual.

Biography

Biography is a literary genre that portrays the experiences of all these events occurring in the life of a person mostly in a chronological order. Unlike a résumé profile, a biography provides a life story of a subject, highlighting different aspects of his or her life.

Autobiography

An autobiography is a self written account of the life of oneself. The word “autobiography” was first used deprecatingly by William Taylor in 1797 in the “English periodical” and “Monthly Review”, when he suggested the word as a hybrid, but condemned it as “pedantic”. However, its next recorded use was in its present sense, by Robert Southey in 1809.

Diary

A diary is a place where you record events, experiences and other personal things that interests you. You can write about whatever you like, free of outside judgement or criticism. It should be an extension of you mind safe and free.

Review

A review is an evaluation of a publication, service or company such as a movie, video game, musical composition, book, a piece of hardware like a car, home appliance, or computer; or an event or performances, such as live music, concert, play, musical theatre show, dance show, or art exhibition.

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.