**FORMS OF WRITING RESEARCH**

**LETTER**

A written, typed, or printed communication, sent in an envelope by post or messenger. A letter is a written message conveyed from one person to another person through a medium. Letters can be formal and informal.

* [***Formal Letter***](https://www.toppr.com/guides/english/writing/formal-letters/): These letters follow a certain pattern and formality. They are strictly kept professional in nature, and directly address the issues concerned. Any type of business letter or letter to authorities falls within this given category.
* [***Informal Letter***](https://www.toppr.com/guides/english/writing/informal-letters/): These are personal letters. They need not follow any set pattern or adhere to any formalities. They contain personal information or are a written conversation. Informal letters are generally written to friends, acquaintances, relatives etc.
* **Semi**-**formal letter** is something you write to a person whom you know, but do nother share cordial relationship with. For example, if you write a **letter** to your friend's parents, then it would be a **semi**-**formal letter**.

**E-MAIL**

**Electronic mail** (**email** or **e**-**mail**) is a method of exchanging messages ("mail") between people using electronic devices. Short for **electronic mail**, e-**mail** or **email** is information stored on a computer that is exchanged between two users over telecommunications. More plainly, e-**mail** is a message that may contain text, files, images, or other attachments sent through a network to a specified individual or group of individuals.

**RESUME/C.V**

A [**curriculum vitae**](https://www.thebalancecareers.com/free-microsoft-curriculum-vitae-cv-templates-for-word-2060343) (CV) provides a summary of your experience and skills. Typically, CVs for entry-level candidates are longer than resumes—at least two or three pages. CVs for mid-level candidates who have amassed numerous publications tend to run much longer. CVs are lengthier than resumes and include more information, particularly details related to one’s academic and research background.

A **résumé** or **resume**[[a]](https://en.wikipedia.org/wiki/R%C3%A9sum%C3%A9#cite_note-1)[[1]](https://en.wikipedia.org/wiki/R%C3%A9sum%C3%A9#cite_note-2) is a document used and created by a person to present their background, skills, and accomplishments. Résumés can be used for a variety of reasons, but most often they are used to secure new employment.

A typical résumé contains a "summary" of relevant job [experience](https://en.wikipedia.org/wiki/Experience) and [education](https://en.wikipedia.org/wiki/Education).

**MEMOIR**

A **memoir** (US: /ˈmemwɑːr/; from [French](https://en.wikipedia.org/wiki/French_language): *mémoire*: *memoria*, 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/person’s life. The assertions made in the work are understood to be factual.

**AUTOBIOGRAPHY**

Autobiography is one type of [biography](https://literarydevices.net/biography/), which tells a life story of its author, meaning it is a written record of the author’s life. Rather than being written by somebody else, an autobiography comes through the person’s own pen, in his own words.

**BIOGRAPHY**

the [story](https://dictionary.cambridge.org/dictionary/english/story) of the [life](https://dictionary.cambridge.org/dictionary/english/life) of a [person](https://dictionary.cambridge.org/dictionary/english/person) written by someone [else](https://dictionary.cambridge.org/dictionary/english/else), or the [area](https://dictionary.cambridge.org/dictionary/english/area) of [literature](https://dictionary.cambridge.org/dictionary/english/literature) [relating](https://dictionary.cambridge.org/dictionary/english/relate) to [books](https://dictionary.cambridge.org/dictionary/english/books) that [describe](https://dictionary.cambridge.org/dictionary/english/describe) such [stories](https://dictionary.cambridge.org/dictionary/english/story)

**DIARY**

A diary is a record (originally in handwritten format) with discrete entries arranged by date ... Digital diaries also seem tailored towards shorter-form, in-the-moment writing, similar to user engagement with Facebook, Twitter, Instagram, and other.

**REVIEW**

Review and commentary writing tends to be a piece of writing in which you offer your personal opinion. ... A review: focuses on strengths and weaknesses. uses evidence to support ideas. draws a conclusion, saying whether something will be useful for, or interesting to, its audience and purpose.

**REPORT**

Essentially, a **report** is a short, sharp, concise document which is **written** for a particular purpose and audience. It generally sets outs and analyses a situation or problem, often making recommendations for future action. It is a factual paper, and needs to be clear and well-structured.

**SCHOOL PROJECT**

**Schools projects** will be required throughout your education. ... **Projects** can help boost creativity, knowledge on a subject and future learning. By doing **school projects** you use what you already know about a subject or what you research about it to create a unique product that reflects what you have learned. At **schools**, educational institutes and universities, a **project** is a research assignment - given to a student - which generally requires a larger amount of effort and more independent work than that involved in a normal essay assignment.

**MINUTES OF MEETING**

**Meeting minutes** are the written or recorded documentation that is used to inform attendees and non attendees about what was discussed or what happened during a **meeting**. ... **Minutes** usually include: Names of participants. Agenda items covered. Decisions made by participants.

ANULUNKO CHUKWUEBUKA OLIVER 19/ENG05/014