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 **FORMS OF WRITING**

There are various forms of writing. These various forms include;

**LETTER**

Letter writing during the ancient days. It can be said that it is as old as man. A letter is a written message conveyed from one person to another through a medium. Besides a means of communication and a store of information, letter writing has played a role in the reproduction of writing as an art throughout history. It has been sent since antiquity and are mentioned in lliad Historians Herodtus and Thucydides mention and utilize letters in their writings. Before the advent of modern technology made communication so easy, the art of writing a letter was considered an important requirement. Even today a letter is an important means of communication in both the workspace as well as our personal lives. Letters are usually sent to the recipient via mail or post in an envelope. They can be formal or informal or semi-formal.

* *FORMAL LETTER*:These letters follow a certain pattern and formality. 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 given category. A formal letter usually contains two addresses, the first at the top right corner. It contains the address of the sender with date. The sender’s address is immediately followed by the receiver’s address at the left hand corner without date. The salutation is the next after the receiver’s address, the salutation includes “*Dear* *sir/Madam”* when the receiver isn’t stated. When he or she is stated, it should include the person’s name. Usually, formal letters require headings to receiver a hint on what the letter is about. Finally, formal letters ends with *“Yours faithfully”* then your signature and name.
* *INFORMAL LETTER*: These are personal letters. They need not follow any set pattern or adhere to any formalities. They contain personal information or a written conversation. Informal letters are generally written to friends, acquaintances, relatives etc. An informal generally contains one address; the address of the sender at the top right hand corner with date. The salutation in informal letter differs from that of formal letter. It contains *“Dear mum”, “Dear dad”* as it is considered to be written to close relatives. *“Dear friend”* should not be written as it is considered inappropriate instead *“Dear whatever your friends name is”.* The complimentary closing should be *“Yours sincerely”* or *“Your lovely daughter friend”* etc.
* *SEMI FORMAL LETTER*: These are letters written to those that neither have formal or informal relation. This of letter is close to formal letter in tone and language even though it shares characteristics of both letters. Semi-formal letters are written to casual acquaintances, family friends or someone we know but is in a position of authority. It contains only one address. The salutation depends on the relationship between the sender and receiver. Either *“Yours sincerely”* or *“Yours faithfully”* can be used as closing.

Other types of letter include Business letter, Social letter, Circular letter, Employment letter, Official letter etc.

*Advantages of letter*

* They are easy to preserve.
* It provides almost the same feeling as face to face encounter.
* It doesn’t need any special device to be sent or received through.
* It cannot transmit virus to the receiver’s device.

**ELECTRONIC MAIL (email)**

Email or e-mail, short for “electronic mail”(the “E” stands for “electronic”), is one of the most widely used features of the internet, along with the web. It is an 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. It is also a system for sending messages from one individual to another via telecommunications links between computers or terminals using dedicated software. Emails allow you to send and receive messages to and from anyone with an email address, anywhere in the world. It uses multiple protocols within the TCP/IP suite. Email can be printed out as hard copy, it can be stored in a text file, forwarded to another user or deleted with or without being read. In this recent time, email is not limited to computers. It can be sent from many other devices too such as mobile phones (using the carrier’s network or a wireless hotspot), tablets, games consoles, TVs, public kiosk terminals. With wireless hotspots becoming increasingly common, it’s easier than ever to connect to the internet while on the move. An example of email address is: blessingunanka@yahoo.com.

*Advantages of Email*

* It is free. Once you’re online, there is no further expense.
* Easy to reference. Sent and received messages and attachments can be stored safely, logically and reliably. It’s a lot easier to organise emails than paper.
* Easy to use. Once you’re set up, sending and receiving messages is simple. That goes for a host of other email functions.
* Speed. Messages sent are done under a second. Email is a fast form of written communication as any.
* Global. Web based email means you can access your messages anywhere online.

*Disadvantages of email*

* Information overload. Too many people send too much information. They cover their backs citing ‘need to know’ as justification.
* Emotional response. Some emails cause upset or anger. A reply in the heat of the moment can’t be easily retracted, but it can cause lasting damage.
* No respite. Your email inbox is like a garden; it needs to be constantly maintained
* Spam. Having to deal with spam and spoofs is one of the worst avoidable time wasters online.
* Sucks up your time. Over checking messages is so common, but it is time wasted on low value, passive activity.

**RESUME**

The word resume comes from a French resume meaning “summary”. A resume is a document used and created by a person to present their background, skills and accomplishments. Resumes can be used for a variety of reasons but most often they are used to secure new employment. A typical resume contains a summary of relevant job experience and education. The resume is usually one of the first items along with a cover letter and sometimes an application for employment which a potential employer sees regarding the job seeker and is typically used to screen applicants often followed by an interview. The curriculum vitae (CV) used for employment purposes in the UK and in other European countries is more akin to the resume-a shorter, summary version of one’s education and experience-than to the longer and more detailed CV that is expected in U.S academic circles.

**MEMOIR**

Memoir is derived from a French word “memoire”, 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. While memoir has historically been defined as a subcategory of biography or autobiography since the late 20th century, the genre is differentiated in form, presenting a narrowed focus. A biography or autobiography tells the story "of a life", while a memoir often tells a story “from a life” such as touchstone events and turning points from the author’s life. The author of a memoir may be referred to as a memoirist or a memorialist.

**BIOGRAPHY**

 A biography is simply an account or detailed description about the life of a person. It entails basic facts, such as childhood, education, career, relationships, family and death. Biography is literary genre that portrays the experiences of all these 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 a “biographer”.

**AUTOBIOGRAPHY**

An autobiography is a self-written account of the life of oneself. Rather than being written by somebody else, an autobiography comes through the person’s own pen, in his own words. Some autobiographies are written in form of a fictional tale; as novels or stories that closely mirror events from the author’s real life.

**DIARY**

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

**REVIEW**

 A review is a critical article or report, as in a periodical, on a book, play, recital, or like; critique; evaluation. It is the process of going over a subject again in study or recitation in order to fix in the memory or summarize the facts. It is an exercise designed or intended for study of this kind.

**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 form of written documents. It is an account or statement describing in detail an event, situation or the like, usually as a result of observation, inquiry etc. A good report should have the following characteristics;

* Accuracy of facts. Information contained in a report must be based on accurate fact. Since decisions are taken on the basis of report information, any inaccurate information or statistics will lead to wrong decision.
* Relevancy. The facts presented in a report should not be only accurate but also be relevant. Irrelevant facts make a report confusing and likely to be misleading to make proper decision.
* Conciseness. A good report should be concise but it does not mean that a report or a business report is one that transmits maximum information with minimum words.

Some types of reports include;

* *INFORMAL REPORT*: The purpose of an informal report is to keep a wide variety of people informed about the activities of the company. The intension of the writer should be to prepare the report like a presentation tool so that the reader would not have to scratch their brain for any further information related to the informal report.
* *FORMAL REPORT*: A formal report’s intention is identifying a problem and finding the solution for that particular problem, much like a dissertation. The writer of a formal business report must have a crystal idea about the instruction that should be observed while presenting a report.
* *MINUTES*: They are the 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 participants, and related responses or decisions for the issues.
* *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.

Other types of report include; inspection report, school projects, progress report etc.