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1) Letter: Letter writing by itself is an art. It is also a social and business asset. The ability to write a good and perfect letter can be as useful as the ability to talk well and the ability to maintain excellent inter-personal relationships. In business, effective communication through letters saves much time, trouble and inconvenience. It promotes understanding as well as business. The letter one sends on behalf of a company or an organization is a representative of the organization.

There are types of letter

① Formal letter

② Informal letter

③ Semi-formal letter.

2) Email writing 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.

The first e-mail was sent by Ray Tomlinson in 1971. Tomlinson sent the email to himself as a fast e-mail message containing the text "Something like QWERIYUIOP". However, despite sending the email to himself, the e-mail message ~~was~~ still transmitted through ARPANET. By 1996, more electronic mail was being sent than postal mail.

3) 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 a literary genre that portrays the experiences of all these events occurring in 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".

There are ~~several~~ types of biography.

i) Autobiography : tells the story of a person's own life. While that person writes his own account, he or she may take guidance from a ghostwriter or collaborator.

ii) Memoir : This is a more focused writing than an autobiography or biography. In a memoir, a writer narrates the details of a particular event or situation that occurred in his or her lifetime.

Biography narrates the life story of a person, as written by another person or writer. It is further divided into five categories:

- i) Popular biography
- ii) Historical biography
- iii) Literary biography
- iv) Reference biography
- v) Fictional biography