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**GST 122 ASSIGNMENT**

**LETTER:** 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

**RESUMÈ:** 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.[[2]](https://en.m.wikipedia.org/wiki/R%C3%A9sum%C3%A9#cite_note-3)

A typical résumé contains a "summary" of relevant job [experience](https://en.m.wikipedia.org/wiki/Experience) and [education](https://en.m.wikipedia.org/wiki/Education). The résumé is usually one of the first items, along with a [cover letter](https://en.m.wikipedia.org/wiki/Cover_letter) and sometimes an application for employment, which a potential [employer](https://en.m.wikipedia.org/wiki/Employer) sees regarding the job seeker and is typically used to [screen](https://en.m.wikipedia.org/wiki/Screening_(economics)) applicants, often followed by an [interview](https://en.m.wikipedia.org/wiki/Interview).

The [curriculum vitae](https://en.m.wikipedia.org/wiki/Curriculum_vitae) (CV) used for employment purposes in the UK (and in other European countries) is more akin to the résumé—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:** A **memoir** (US: /ˈmemwɑːr/;[[1]](https://en.m.wikipedia.org/wiki/Memoir#cite_note-1) from [French](https://en.m.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.[[2]](https://en.m.wikipedia.org/wiki/Memoir#cite_note-2)[[3]](https://en.m.wikipedia.org/wiki/Memoir#cite_note-3) The assertions made in the work are understood to be factual.

**BIOGRAPHY:** 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](https://literarydevices.net/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](https://literarydevices.net/community/profile/), a biography provides a life story of a [subject](https://literarydevices.net/subject/), highlighting different aspects of his of her life. A person who writes biographies, is called as a “biographer

**DIARY:** 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:** 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 performance, such as a live music concert, play, musical theater show, dance show, or art exhibition.

**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 the form of written documents

**MINUTES OF A MEETING: Minutes**, also known as **minutes of meeting** (abbreviation **MoM**), **protocols** or, informally, **notes**, are the instant written record of a [meeting](https://en.m.wikipedia.org/wiki/Meeting) or [hearing](https://en.m.wikipedia.org/wiki/Hearing_(law)). 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](https://en.m.wikipedia.org/wiki/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](https://en.m.wikipedia.org/wiki/Docket_(court)), schedule, or [calendar](https://en.m.wikipedia.org/wiki/Legislative_calendar). It may also contain a listing of an **order of business**.

**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. Some autobiographies are written in the form of a fictional tale; as novels or stories that closely mirror events from the author’s real life.