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 **FORMS OF WRITING**

**They are various forms of writing as we have been taught further research on those forms writing are as follows;**

 **Letter writing**

**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.**

**They are two forms of letter writing we have two forms of letter writing**

**Formal letter**

**Informal letter**

 **FORMAL LETTER**

 **Formal letter is said to be a letter with 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**

**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.**

 **There are some other forms of letter writing which are as followed;**

**Business Letter: This letter is written among business correspondents, generally contains commercial information such as quotations, orders, complaints, claims, letters for collections etc. Such letters are always strictly formal and follow a structure and pattern of formalities.**

**Official Letter: This type of letter is written to inform offices, branches, subordinates of official information. It usually relays official information like rules, regulations, procedures, events, or any other such information. Official letters are also formal in nature and follow certain structure and decorum.**

**Social Letter: A personal letter written on the occasion of a special event is known as a social letter. Congratulatory letter, condolence letter, invitation letter etc are all social letters.**

**Circular Letter: A letter that announces information to a large number of people is a circular letter. The same letter is circulated to a large group of people to correspond some important information like a change of address, change in management, the retirement of a partner etc.**

**Employment Letters: Any letters with respect to the employment process, like joining letter, promotion letter, application letter etc.**

**Another form of writing is article**

 **ARTICLES**

**An article can be defined as are published in newspapers, magazines, journal etc.**

**Often confused with reports, articles are less formal. Although, they can be both formal or informal, again depending on the target audience. Also, an article mostly contains the opinions and thoughts of the writer, backed by facts and evidence. Lastly, an article can describe events, occurrences, persons, places, experiences, etc**

 **The Format of Articles**

**There are many different formats for articles circulating around. Let’s have a look at the most general format of articles:**

**Topic of the Article**

**(By- XYZ)**

**Body**

**Conclusion**

**Contents of Articles**

**Similar to most of the written literary forms, articles contain an introduction, a body, and a conclusion. Again, we write an article for the target audience. Of course, if our article fails to appeal to the target audience, it would be of no use. Therefore, articles should have a title that grabs the eyeballs of their readers.**

**The introduction should talk more about the topic under concern in the article. If the introduction is lengthy and boring, the readers will bail out from reading and shift to another piece of writing.**

**The main body should contain 2 to 5 paragraphs, which further discuss the topic and explain the idea. Again, a lengthy and boring body would distract the reader’s attention and discourage them from further reading. Hence, articles should be tailored to suit the target audience’s taste. For example, if it is meant for 5th-grade students, then you should use simple terms. On the contrary, if it is meant for doctors, it should contain a language that makes your readers feel at home.**

**A grand ending is as important as the article itself. Unlike an essay, where we conclude by summarizing all the ideas we’ve been discussing, articles follow a different approach. An article’s ending should be out of the box, something that leaves the readers thinking or calls for action. Ending with a question can be your best bet, right?**

 **EMAIL**

**This is another form of writing email ( electronic mail);**

**Electronic mail (email or e-mail) is a method of exchanging messages ("mail") between people using electronic devices. Email first entered limited use in the 1960s, but users could only send to others who used the same computer, and some early email systems even required the author and the recipient to both be online at the same time, similar to instant messaging. Ray Tomlinson is credited as the inventor of email, as in 1971 he developed the first system able to send mail between users on different hosts across the ARPANET, using the @ sign to link the user name with a destination server. By the mid-1970s this had taken the form now recognized as email.**

 **Another form of writing biography**

 **A Biography is a detailed description of a person's life. It involves more than just the basic facts like education, work, relationships, and death; it portrays a person's experience of these life events. Unlike a profile or curriculum vitae (résumé), a biography presents a subject's life story, highlighting various aspects of his or her life, including intimate details of experience, and may include an analysis of the subject's personality.**

**Biographical works are usually non-fiction, but fiction can also be used to portray a person's life. One in-depth form of biographical coverage is called legacy writing. Works in diverse media, from literature to film, form the genre known as biography**

**Auto biography**

**An autobiography from the Greek, to write; also informally called an auto bio 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 The Monthly Review, when he suggested the word as a hybrid, but condemned it as "pedantic".**

 **DIARY**

**A diary is a collection of notes. A diary is a record (originally in handwritten format) with discrete entries arranged by date reporting on what has happened over the course of a day or other period. A personal diary may include a person's experiences, thoughts, and/or feelings, excluding comments on current events outside the writer's direct experience.**

 **A MEMIOR**

 **A memoir ,from French: 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. 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 .**

 **A RESUME**

**A résumé is a marketing tool in which the content should be adapted to suit each individual job application or applications aimed at a particular industry. The transmission of résumés directly to employers became increasingly popular as late as 2002.[citation needed] Job seekers were able to circumvent the job application process and reach employers through direct email contact and résumé blasting, a term meaning the mass distribution of résumés to increase personal visibility within the job market. However, the mass distribution of résumés to employers can often have a negative effect on the applicant's chances of securing employment as the résumés tend not to be tailored for the specific positions the applicant is applying for. It is usually, therefore, more sensible to optimize the résumé for each position applied for and its keywords. In order to keep track of all experiences, keeping a 'master résumé' document is recommended, providing job-seekers with the ability to customize a tailored résumé while making sure extraneous information is easily accessible for future use if needed.**

**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 a variety of reasons, but most often they are used to secure new employment.ssssssss**

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