

MATRIC No: 19/LAW01/244

Letter writing constitutes of the earliest form of writing known to man. The act of letter writing is mentioned in Iliad, an ancient Greek text, during the Trojan war and written by Homer. A letter is a written message containing information, which is sent from one party to another.

There are three forms of letter :

- 1) Formal letter: This is an official letter addressed to someone in their official capacity.
- 2) Informal letters: This is written to relatives, friends and colleagues
- 3) Semi formal letter : This is a letter written to those we have formal or informal relationships with.

We also have the Email: This is defined as the transmission of messages over communication works. Email has proven to be the most popular since the advent of ICT. Email messages are stored in electronic mail boxes until the recipient fetches them, by clicking on the message to view its contents

Resume: It is a typed document, which summarises a person's background information by supplying only the basic details of the owner's education, skills and experience, with the intent of giving the recipient a fair knowledge, on which an assessment of the owner can be done for employment.

Memoir: This refers to the collection of personal memories of an individual's life as recollected by that person. The assertions made in a memoir, are expected by convention to be accurate and factual. It is different from autobiography in the sense that where the autobiography tells the story of a writer's life the memoir tells the story from the writer's life, by concentrating on the unforgettable events and turning points in the writer's life.

Biography; This is an account of a person's life written by another person. A biography is often a very detailed description of a person's life, bringing into focus such aspects as education, nativity, work experiences, family life and death when it is published posthumously.

Autobiography: This form of writing is a personal account of a person's life written by the same person. It tells the story of a person's life by aggregating the experiences of the writer for public consumption. This form of writing is expected to be factual not fictional.

Diary: A diary details what happened during the day in a person's life. In its original format, the diary is handwritten usually in a collection of papers, with daily entries marked by date. Writing a diary is quite similar to writing a journal in a way, but the main difference is that diaries, concentrate on the basic details of everyday living.

Review: This refers to a critical evaluation of a publication. When the review of a book is done, the reviewer is expected to point out its strengths and weaknesses for the benefit of the reading public, and maybe the author as well.

Report: This is from a French word repertoire which means to carry back, which indicates that an enquiry had been carried out of which report is the feedback. Before a report of any kind can be presented, a process would have been involved; a process whose intention would be to gather information and facts for the use of the reader.

