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Assignment

1) Letter: A letter is a written message conveyed from one person to another person through a medium. Letters can be formal or informal. It has also played a role in the reproduction of writing as an art throughout history.

2) E-mail: This is known as electronic mail ~~whereby~~ by which messages are exchanged between people using electronic devices. Email first entered limited use in the 1960s. It could only operate across computer networks, which today is primarily the internet. Ray Tomlinson is credited as the inventor of email, as in 1971 he developed the first system that was able to send mail between users on different hosts across the ARPANET, using the @ sign to link the user name with a destination server.

3) Résumé: This is a document used and created by a person to present their background, skills and accomplishments. It can also be used to secure new employment. 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.

4) Memoir: This is from a French word meaning mémoire. It is a collection of memories that an individual writes about moments or events, both public or private, that took place in the subject's or person's life.

5) Biography: This means 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. Biographical works are usually non-fiction, but fiction can also be used to portray a person's life. An authorized biography is written with the permission, cooperation, and at times, participation of a subject or a subject's heirs.

6) An Autobiography: This is written by the person himself or herself. Sometimes with the assistance of a collaborator or ghostwriter. It was first used by William Taylor in 1797 in the English periodical *The Monthly Review*, when he suggested the word as hybrid, but condemned it as 'pedantic'.

7) Diary: A diary is a record 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, or feelings, excluding comments on current events outside the writer's direct experience.

8) 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.

9) School Project: This is a project that is usually taken by a tertiary student as part of requirement for obtaining their degree or diploma. It is a research carried out on a particular phenomenon in order to fill a gap or contribute to knowledge.

10) Minute of Meeting: These are written document recorded 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.

11) 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 and also contain a listing of an order of business.