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MATRIC NO: 191ENIG061001

Assignment

Research on various forms of writing.

FORMS OF WRITING RESEARCH

LETTER

A written typed or printed communication sent in an envelope by post or messenger. A letter is a written message conveyed from one person to another person through a medium. Letters can be formal and informal.

i. Formal letter: 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 the given opportunity.

ii. 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.

iii. Semi-formal letter: Is something you write to a person whom you know but do not have close cordial relationship with. For example, if you write a letter to your friend's parents then it would be a semi-formal letter.

EMAIL

Electronic mail (email or e-mail) is a method of exchanging messages ("mail") between people using electronic devices. Short for electronic mail or email is information stored on a computer that is exchanged between two users over telecommunications. More precisely, it is a message that may contain text files, images or other attachments sent through a network to a specified individual or group of individuals.

CURRICULUM VITAE (C.V)

A curriculum vitae (CV) provides a summary of your experience and skills. Typically, CVs for entry-level candidates are longer than resumes.

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Resume/CV

A curriculum vitae (CV) provides a summary of your experience and skills. Typically, CVs for entry-level candidates are longer than resumes at least two or three pages. CVs for mid-level candidates who have advanced qualifications tend to run much longer. CVs are lengthier than resumes and include more information, particularly details related to one's academic and research background.

A resume or resumé is a document used and created by a person to present their background, skills and accomplishments. Resumes can be used for a variety of reasons but most often they are used to

After new employment.
A typical resume contains a "summary" of relevant job experience and education.

MEMOIR

A memoir's perspective, unlike the more meaningful memory or reminiscence, is a collection of memorable events or substantial events 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.

AUTOBIOGRAPHY

Autobiography is one type of biography, which tells a life story of the author meaning if it is a written record of the author's life, either than being written by somebody else. An autobiography comes through the person's appearance via own words.

BIOGRAPHY

The story of the life of a person written by someone else, a true and of interactive relating to books that describe such events.

DIARY

A diary is a record originally in handwritten format, with digital entries changed by date... Digital diaries also seem tailored towards short form or the moment writing similar to user engagement with Facebook, Twitter, Instagram and other.

REVIEW

Review and commentary writing tends to be a piece in which you offer your personal opinion. A review focuses on strengths and weaknesses used evidence to support ideas draws a conclusion, saying whether something will be useful for, or interesting to, its audience and purpose.