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DEPARTMENT: TOURISM AND EVENT MANAGEMENT

COLLEGE: SOCIAL AND MANAGEMENT SCIENCE

COURSE CODE: GST 122

COURSE TITLE: COMMUNICATION IN ENGLISH 2

MATRIC NO: 19/SMS06/007

ASSIGNMENT: FORMS OF WRITING

THE VARIOUS FORMS OF WRITING

 The various forms of writings are; letter, electronic mails (email), resume, memoir, biography, autobiography, diary, review, report, school project, minutes of meeting, agenda.

1. LETTER: Letter is as old as man and literacy. It constitutes the earliest form of writing known to man. The act of letter writing is mentioned in Illiad, an ancient Greek text set 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 types of letter which are; formal, informal and semi formal letter.

1. Formal letter can also be called business or official letter is addressed to someone in their official capacity. A formal letter contains two addressed: the writer’s address and the receiver, salutation, body of the letter, titles, complimentary closing.
2. Informal letter is a type of letter written to relations, loved ones, classmate/colleagues and friends. It only contains one address, salutation, body of the letter and closing.
3. Semi-formal letter is a letter we write to those with whom we neither have a formal nor an informal relationship with. We write formal letters to elderly persons not related to us, family friend. It only has one address, salutation and closing.
4. ELECTRONIC MAIL (EMAIL): it is defined as the transmission of messages over communications networks. It is a system of electronic communication which allows a user to compose and send messages which is transmitted electronically from one terminal to another. Email messages are stored in electronic mailboxes until the recipient fetches them by clicking on the message to view its content. Emails can be printed out for the benefit of a hard copy. It can be stored in a text file, forwarded to another user, or deleted with or without being read. An example of email is julbyenjohn@yahoo.com.
5. RÉSUMÉ: A résumé (from the French word “résumé” which means “summary”) is a typed document which summarizes 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.
6. MEMOIR: A memoir (from the French word, mèmoire) refers to a collection of personal memories of an individual’s life as recollected by that person. It is a collection of moments, experiences and events surrounding the private and public life of the writer. The author of a memoir is called a memoirist. An example of memoir is Barack Obama’s Dreams from my father.
7. BIOGRAPHY: A biography is an account of a person’s life written by another person, oftentimes with his/her permission and/or personal involvement. Biography is an interesting genre related to history, covers divers fields like literature, media and the movie industry where it is called a biopic.
8. 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 by aggregating the experiences of the writer for public consumption. This form of writing is expected to be factual and not fictional; or the creative imagination of a writer. An example of autobiography is Kenneth Kaunda’s Zambia shall be free.
9. DIARY: A diary details what happened during the day in a person’s life answering the Wh-questions off who she/he or met, what she/he did, where she/he went, etc. A diary is hand written usually in a collection of papers or a notebook dedicated for that purpose, with daily entries marked by dates.
10. REVIEW: A review, especially a book review, refers to a critical evaluation of a publication. Reviews play an important role for writers of books. When a book is reviewed, the reviewer is expected to point out its strengths and weakness for the benefit of the reading public, and may be the author as well.
11. REPORT: Report is from a French word reportaire which means ‘to carry back’. Since it is generally known That no one can build something on nothing, ‘to carry back’ indicates that an enquiry had been carried out of which report is the feedback.
12. SCHOOL PROJECT: A project or long essay is usually undertaken by students of tertiary institutions as a part of requirements for obtaining their degrees or diplomas.
13. MINUTES OF MEETING: Minutes of meeting refer to the record of resolutions or decisions reached at the meeting of any association, society, organizations or group.
14. AGENDA: An agenda is the chronological arrangement of details of the business to be discussed during the course of a meeting.