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Before we look at the various forms of writing we would briefly define what writing means. Writing is a medium of human communication that involves the representation of a language with symbols. Writing is also the system of graphic symbols that can be used to convey meaning. Some of the forms of writing includes;

**A). 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. letter writing includes three form;

**1). Formal Letters**

A formal letter is one written in a formal and ceremonious language and follows a certain stipulated format. Such letters are written for official purposes to authorities, dignitaries, colleagues, seniors, etc. and not to personal contacts, friends or family. A number of conventions must be adhered to while drafting formal letters

**Format of a Formal Letter**

A formal letter must follow certain rules and conventions. Such a format helps in relaying the information in a professional way. It must be remembered that there are various such formats for formal letters that people follow.

*Sender’s Address*: The sender’s address is usually put on the top right-hand corner of the page. The address should be complete and accurate in case the recipient of the letter wishes to get in touch with the sender for further communication.

*Date*: The sender’s address is followed by the date just below it, i.e. on the right side of the page. This is the date on which the letter is being written. It is important in formal letters as they are often kept on record.

*Receiver’s Address*: After leaving some space we print the receiver’s address on the left side of the page. Whether to write “To” above the address depends on the writer’s preference. Make sure you write the official title/name/position etc of the receiver, as the first line of the address.

*Greeting*: This is where you greet the person you are addressing the letter to. Bear in mind that it is a formal letter, so the greeting must be respectful and not too personal. The general greetings used in formal letters are “Sir” or “Madam”. If you know the name of the person, the salutation may also be “Mr. XYZ” or “Ms. ABC”. But remember you cannot address them only by their first name. It must be the full name or only their last name.

*Subject*: After the salutation/greeting comes the subject of the letter. In the centre of the line write ‘Subject” followed by a colon. Then we sum up the purpose of writing the letter in one line. This helps the receiver focus on the subject of the letter in one glance.

*Body of the Letter*: This is the main content of the letter. It is either divided into three paras or two paras if the letter is briefer. The purpose of the letter should be made clear in the first paragraph itself. The tone of the content should be formal. Do not use any flowery language. Another point to keep in mind is that the letter should be concise and to the point. And always be respectful and considerate in your language, no matter the subject of your letter.

**2). INFORMAL LETTER**

An informal letter, also referred to as a friendly letter, is a personal letter written to friends or relatives. It is written in personal fashion. You can write it to anyone with whom you have a non-professional relationship, although this doesn't exclude business partners or workers whom you're friendly with either. There are fewer formatting rules for informal letters than there are for business or formal letters. The letter can be used for some reasons like conveying message, news, giving advice, congratulate recipient, request information, asking questions, etc. It is a personal letter, written to whom you are familiar with, like friends, siblings, parents or any other closed one. While writing an informal letter, one can afford to be friendly, and make use of personal or emotional tone.

**3). SEMI-FORMAL LETTER:** A Semi-formal letter is type of that is sent to someone you know, but do not share cordial relationship with. A Semi-formal letter is also used in non-formal relationship, but which requires polite and respectful approach (e.g. a school teacher, school principal, etc.).

**B). Résumé**: A résumé or resumeis 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. 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.

**C). BIOGRAPHY:** A biography, or simply bio, 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.

**D). AUTO-BIOGRAPHY:** An autobiography is a self-written account of the life of oneself.

**E). ELECTRONIC MAIL (E-MAIL)**: a system for sending messages from one individual to another via telecommunications links between computers or terminals using dedicated software. Email messages are relayed through email servers, which are provided by all Internet service providers (ISP).

Emails are transmitted between two dedicated server folders: sender and recipient. A sender saves, sends or forwards email messages, whereas a recipient reads or downloads emails by accessing an email server.

Email messages are comprised of three components, as follows:

* Message envelope: Describes the email’s electronic format
* Message header: Includes sender/recipient information and email subject line
* Message body: Includes text, image and file attachments.

**F). MEMOIR:**  The word comes from the French *mémoire*, meaning “memory.” So in the simplest sense, memoirs are just that. They’re about the author remembering, reminiscing, and reflecting on experiences from their lives. While nonfiction, memoirs are unique in their level of subjectivity, given the nature of human memory and perception.

**G). DIARY:** 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.

**H). REVIEW**: A review is a critical evaluation of a text, event, object, or phenomenon. Reviews can consider books, articles, entire genres or fields of literature, architecture, art, fashion, restaurants, policies, exhibitions, performances, and many other forms. Above all, a review makes an argument. The most important element of a review is that it is a commentary, not merely a summary. It allows you to enter into dialogue and discussion with the work’s creator and with other audiences. You can offer agreement or disagreement and identify where you find the work exemplary or deficient in its knowledge, judgments, or organization. You should clearly state your opinion of the work in question, and that statement will probably resemble other types of academic writing, with a thesis statement, supporting body paragraphs, and a conclusion.

I). REPORT: A report is a specific form of writing that is organised around concisely identifying and examining issues, events, or findings that have happened in a physical sense, such as events that have occurred within an organisation, or findings from a research investigation. These events can also pertain to events or issues identified within a body of literature. A report informs the reader simply and objectively about all relevant issues. Two types of report; school project and minutes of meeting.