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1. **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.

Now that E-mails ([Advantages and disadvantages](https://www.toppr.com/guides/business-communication-and-ethics/e-correspondence/advantages-and-disadvantages-of-email/)) and texts and other such forms have become the norm for communication, the art of letter writing has taken a backseat. However, even today a lot of our communication, especially the [formal kind](https://www.toppr.com/guides/english/writing/formal-letters/), is done via letters. Whether it is a cover letter for a job, or the bank sending you a reminder or a college acceptance letter, letters are still an important mode of communication, which is why it is important that we know the intricacies of letter writing.

**Types of Letters**

Let us first understand that there are broadly two types of letter, namely Formal Letters, and Informal Letters. But then there are also a few types of letters based on their contents, formalities, the purpose of letter writing etc. Let us have a look at the few [types of letters](https://www.toppr.com/guides/business-correspondence-and-reporting/writing-formal-letters/types-formal-letters-samples/).

* [***Formal Letter***](https://www.toppr.com/guides/english/writing/formal-letters/): 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 this given category.
* [***Informal Letter***](https://www.toppr.com/guides/english/writing/informal-letters/): 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.
* ***Business Letter***: This letter is written among business correspondents, generally contains commercial information such as quotations, orders, complaints, claims, letters for collections etc. Such letters are always strictly formal and follow a structure and pattern of formalities.
* ***Official Letter***: This type of letter is written to inform offices, branches, subordinates of official information. It usually relays official information like rules, regulations, procedures, events, or any other such information. Official letters are also formal in nature and follow certain structure and decorum.
* ***Social Letter***: A personal letter written on the occasion of a special event is known as a social letter. Congratulatory letter, condolence letter, invitation letter etc are all social letters.
* ***Circular Letter***: A letter that announces information to a large number of people is a circular letter. The same letter is circulated to a large group of people to correspond some important information like a change of address, change in management, the retirement of a partner etc.
* ***Employment Letters***: Any letters with respect to the [employment process](https://www.toppr.com/guides/business-management-and-entrepreneurship/human-resource-management/selection-process/), like joining letter, promotion letter, application letter etc.

# E-mail

Short for **electronic mail**, **e-mail** or **email** is information stored on a computer that is exchanged between two users over [telecommunications](https://www.computerhope.com/jargon/t/telecomm.htm). More plainly, e-mail is a message that may contain [text](https://www.computerhope.com/jargon/t/text.htm), [files](https://www.computerhope.com/jargon/f/file.htm), [images](https://www.computerhope.com/jargon/i/image.htm), or other [attachments](https://www.computerhope.com/jargon/a/attachme.htm) sent through a network to a specified individual or group of individuals.

The first e-mail was sent by [Ray Tomlinson](https://www.computerhope.com/people/ray_tomlinson.htm) in [1971](https://www.computerhope.com/history/1971.htm). Tomlinson sent the e-mail to himself as a test e-mail message, containing the text "something like QWERTYUIOP." However, despite sending the e-mail to himself, the e-mail message was still transmitted through [ARPANET](https://www.computerhope.com/jargon/a/arpanet.htm).

By [1996](https://www.computerhope.com/history/1996.htm), more electronic mail was being sent than postal mail.

**Advantages of e-mail**

There are many advantages of e-mail and the usage of e-mail versus postal mail. Some of the main advantages are listed below.

Free delivery - Sending an e-mail is virtually free, outside the cost of Internet service. There is no need to buy a postage stamp to send a letter.

Global delivery - E-mail can be sent to nearly anywhere around the world, to any country.

Instant delivery - An e-mail can be instantly sent and received by the recipient over the Internet.

File attachment - An e-mail can include one or more file attachments, allowing a person to send documents, pictures, or other files with an e-mail.

Long-term storage - E-mails are stored electronically, which allows for storage and archival over long periods of time.

Environmentally friendly - Sending an e-mail does not require paper ([paperless](https://www.computerhope.com/jargon/p/paperles.htm)), cardboard, or packing tape, conserving paper resources.

### [Résumé](https://en.wikipedia.org/wiki/R%C3%A9sum%C3%A9)

A **résumé** or **resume** is a document used and created by a person to present their background, skills, and accomplishments.

1. **Memoir**

**Memoir** is a written factual account of somebody's life. It comes from the French word mémoire, which means “memory,” or “reminiscence.” This literary technique tells a story about the experiences of someone's life. A literary **memoir** is usually about a specific theme, or about a part of someone's life or a historical account or biography written from personal knowledge.

1. **Biography**

**Biography** is a literary genre that portrays the experiences of all these events occurring in the life of a person, mostly in a chronological order. Unlike a resume or profile, a **biography** provides a life story of a subject, highlighting different aspects of his of her life.

### [Autobiography](https://literarydevices.net/autobiography/)

Autobiography is one type of biography, which tells a life story of its author, meaning it is a written record of the author's life. Rather than being written by somebody else, an autobiography comes through the person's own pen, in his own words or an autobiography is a self-written account of the life of oneself.

### [Diary](https://en.wikipedia.org/wiki/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. Someone who keeps a diary is known as a [diarist](https://en.wikipedia.org/wiki/List_of_diarists). Diaries undertaken for institutional purposes play a role in many aspects of human civilization, including government records, business [ledgers](https://en.wikipedia.org/wiki/Ledger), and military [records](https://en.wikipedia.org/wiki/Service_record). In British English, the word may also denote [a preprinted journal format](https://en.wikipedia.org/wiki/Diary_(stationery)). A diary is a collection of notes.

Today the term is generally employed for personal diaries, normally intended to remain private or to have a limited circulation amongst friends or relatives. The word "[journal](https://en.wikipedia.org/wiki/Journal_(disambiguation))" may be sometimes used for "diary," but generally a diary has (or intends to have) daily entries, whereas journal-writing can be less frequent.

Although a diary may provide information for a [memoir](https://en.wikipedia.org/wiki/Memoir), [autobiography](https://en.wikipedia.org/wiki/Autobiography) or [biography](https://en.wikipedia.org/wiki/Biography), it is generally written not with the intention of being published as it stands, but for the author's own use.

1. **Review**

To **review** means to look back over something for evaluation or memory. A review is an evaluation of a publication, service, or company such as a movie, video game, musical composition, book; a piece of hardware like a car, home appliance, or computer; or an event or performance, such as a live music concert, play, musical theater show, dance show, or art exhibition.

### [Report](https://en.wikipedia.org/wiki/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.

1. School Project

An individual or collaborative enterprise that is carefully planned to achieve a particular aim. A project can also be defined as a set of inputs and outputs required to achieve a particular goal. Projects can range from simple to complex and can be managed by one person or a hundred.

11) Minutes **of Meeting**

Minutes of meeting can be defined as the written record of everything that's happened during a meeting. They're used to inform people who didn't attend the meeting about what happened, or to keep track of what was decided during the meeting so that you can revisit it and use it to inform future decisions.

What should you include when writing meeting minutes?

The five steps that you must include are:

1. [Pre-Planning](https://www.wildapricot.com/Sitefinity/Dialog/PropertyEditor?Id=ccc6c4fe-9280-4edf-8d94-9d9f055856ae&MediaType=0&PageId=3dc21698-04da-42b9-af04-0345839d21a5&propertyValueCulture=&hideSaveAllTranslations=true&rwndrnd=0.13623276039978327#pre-planning)
2. [Record taking - at the meeting](https://www.wildapricot.com/Sitefinity/Dialog/PropertyEditor?Id=ccc6c4fe-9280-4edf-8d94-9d9f055856ae&MediaType=0&PageId=3dc21698-04da-42b9-af04-0345839d21a5&propertyValueCulture=&hideSaveAllTranslations=true&rwndrnd=0.13623276039978327#record-taking)
3. [Minutes writing or transcribing](https://www.wildapricot.com/Sitefinity/Dialog/PropertyEditor?Id=ccc6c4fe-9280-4edf-8d94-9d9f055856ae&MediaType=0&PageId=3dc21698-04da-42b9-af04-0345839d21a5&propertyValueCulture=&hideSaveAllTranslations=true&rwndrnd=0.13623276039978327#writing-process)
4. [Distributing or sharing of meeting minutes](https://www.wildapricot.com/Sitefinity/Dialog/PropertyEditor?Id=ccc6c4fe-9280-4edf-8d94-9d9f055856ae&MediaType=0&PageId=3dc21698-04da-42b9-af04-0345839d21a5&propertyValueCulture=&hideSaveAllTranslations=true&rwndrnd=0.13623276039978327#distributing)
5. [Filing or storage of minutes for future reference](https://www.wildapricot.com/Sitefinity/Dialog/PropertyEditor?Id=ccc6c4fe-9280-4edf-8d94-9d9f055856ae&MediaType=0&PageId=3dc21698-04da-42b9-af04-0345839d21a5&propertyValueCulture=&hideSaveAllTranslations=true&rwndrnd=0.13623276039978327#filing)