Forms of Writing

* Formal Letter: 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](https://www.toppr.com/guides/essays/essay-on-my-family/).
* Informal Letter: Informal letters are written to close acquaintances of the writer, their friends, family, relatives, etc. Since they are written to close relations the letters have an informal and personal tone. Casual language is used while writing informal letters.
* E-mail: A system for sending messages from one individual to another via telecommunications links between computers or terminals using dedicated software
* Resume: A resume is a written compilation of your [education](https://www.thebalancecareers.com/what-to-include-in-the-education-section-of-a-resume-4169507), work experience, credentials, and accomplishments. Most professional positions require applicants to submit a resume and [cover letter](https://www.thebalancecareers.com/cover-letters-4161919) as part of the [application process](https://www.thebalancecareers.com/job-application-process-2061600).
* Memoir: Is a collection of memories that an individual writes about moments or events, both public or private, that took place in the subject's/person’s life.
* Autobiography: Autobiography is one type of [biography](https://literarydevices.net/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.
* Biography: A biography is simply an account or detailed description about the life of a person. It entails basic facts, such as childhood, education, career, relationships, family, and death.
* Diary: A book or pad containing pages marked and arranged in calendar order, in which to note appointments and the like.
* Review: A formal assessment of something with the intention of instituting change if necessary.
* Minutes of a Meeting: **Meeting minutes** are the written or recorded documentation that is used to inform attendees and non attendees about what was discussed or what happened during a**meeting**.
* Report: A spoken or written account of something that one has observed, heard, done, or investigated.
* Project: A **project** is a research assignment - given to a student - which generally requires a larger amount of effort and more independent work than that involved in a normal essay assignment.