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MEDICINE AND SURGERY

CIST 122: COMMUNICATION IN ENGLISH (ASSIGNMENT)

Writing as we know is an expression of thoughts with the use of writing materials such as: pens, papers, pencils etc. Writing can take different forms and I will be discussing <sup>on</sup> some of these:

**LETTER WRITING:** Letter writing is as old as man and literacy. It is the earliest form of writing known to man. It is known as the most familiar form of writing cutting across age, class, tribe, language and gender. A letter is a written message containing information which is sent from one party to another. There are three types of letters which are:

- ⇒ Formal letter
- ⇒ Informal letter and
- ⇒ Semi-formal letter

**MEMOIR:** A memoir (from the French word, *mémoire*) 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 a memoirist. The assertions made in a memoir are expected by convention to be accurate and factual.

**BIOGRAPHY:** A biography is an account of a person's life written by another person, often times with his/her permission and/or personal involvement. One of the earliest biographies is Parallel Lives, which was published around 300 B.C. and which covered the lives of prominent figures in the classical world. It's often a very detailed description of a person's life, looking at his/her name, education, work experiences, family life, and death.

19/11/2023

**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 life by aggregating the experiences of the writer for public consumption. This form of writing is meant and expected to be factual and not fictional, or the creative imagination of a writer. However, despite being factual, autobiographies are still susceptible to embellishments, inaccuracies and omissions. A person who wishes to write an autobiography later in life should consider keeping a diary and/or journal so as to have plenty of notes to go back to, when he/she is ready to put pen to paper.

**DIARY:** A diary details what happened during the day in a person's life answering the W-h-questions of who he/she saw or met, what he/she did, where he/she went, etc. It usually contains the feelings, experiences and the emotions of the writer for personal sentimental reason and consumption, written without the intention of being published. Although evidence has since emerged that some diaries were actually written with publication in mind. It is a very helpful necessity when creating an autobiography, biography, memoir.

**REVIEW:** A review, especially a book review, refers to a critical evaluation of a publication. When a review of a book is done, the reviewer is expected to point out its strengths and weaknesses for the benefit of the reading public, and maybe the author as well. These reviews play an important role for writers of books. While a good book review can change the fortune of a book leading to more publicity and sales, a bad review on the other hand can also spell doom by causing the book to receive fewer sales or even be pulled from shelves (bookshops) and online stores such as Amazon, Jumia and Konga.