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**DEPARTMENT : ACCOUNTING**

**MATRIC NO : 19/SMS02/040**

**COURSE : COMMUNICATION IN ENGLISH**

**ASSIGNMENT : WRITING(VARIOUS**

**FORMS OF WRITING)**

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**1. LETTER**

Letter Writing is as old as man and literacy. It constitutes the earliest form if writing known to man.

A Letter is a written message containing information which is sent from one party to another, person-to-person, a person to a group/organization, a group/organization to a person, or a group/organization to another one.

**Types of Letter**

There are three categories of letter:

**a.)** Formal Letter: This can also be called business or official letter is addressed to someone in their official capacity. Letters in this category include: Letters to and/or from educational institutions, government or private establishments, Letters to the press, Letters of Application. e.g. For employment, scholarship, grant, etc.

**b.)** Informal Letter: This is a type of Letter written to relations, loved ones, classmates/colleagues and friends. We write it to those whom we have personal relationship with. The language and tone is usually familiar and friendly.

**c.)** Semi-Formal Letter: A letter we write to those with whom we neither have a formal nor an informal relationship with. This type of letter is closer to the formal letter in language and tone than it is to the informal letter-even though it shares the characteristics with both letters.

**2. Electronic Mail(E-mail)**

Electronic Mail(E-mail)is defined as the transmission of messages over communication networks. It is a system of Electronic Communication which allows a user to compose and send messages which is/are transmitted electronically from one terminal to another.

1. **Résumé**

A résumé(from the French word "résumé"which means "summary")is a typed document which summarises 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 assessment of the owner can be done for employment.A résumé can be used for differerent reasons including to seek an appointment on a government or non-governmental board,but it is mostly used to seek a job.Even though they are similar,the résumé is not the same as the curriculum vitae(CV)which is used more for academic purposes in many countries in Africa,Australia,Canada,India and United States of America.Following the tradition of Uk and other Commonwealth Countries,what many in Nigeria call CV is actually a résumé.The résumé is by purpose shorter than the CV which is longer and more comprehensive in showing a person's personal details.

1. **Memoir**

A memoir(from the French word, memoire)refers to a collection of personal memories of an individual's life as recollected by that person.

1. **Biography**

A biography is an account of a person's life written by another person, often times with his/her permission and personal involvement.

1. **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.

1. **Diary**

A diary details what happened during the day in a person's life-answering the “Who”-questions of who she/he met, she/he did, she/he went etc.

1. **Review**

A review, especially a book review, refers to a critical evaluation of a publication.

1. **Report**

The word report is gotten from a French word "Reportaire" which means to carry back.E.B.Darbyshire defines report as "a written document produced as a result of procedures undertaken to reveal information."

1. **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. It is a research carried out on a particular phenomenom in order to fill a gap or contribute to knowledge.

1. **Minutes of Meeting**

Minutes of a meeting refer to the record of resolutions or decisions reached at the meeting of any association, society, organization or group. Before a meeting commences,