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**MATRICULATION NUMBER: 19/LAW01/142**

**LEVEL: 100**

**COURSE NAME: COMMUNICATION IN ENGLISH II**

**COURSE CODE: GST 122**

**ASSIGNMENT: EVERY STUDENT SHOULD ENDEAVOUR TO READ THE NOTE UPLOADED ON THE TOPIC UNFAILINGLY THIS WEEK AND ALSO CARRY OUT A RESEARCH ON THE VARIOUS FORMS IDENTIFIED IN THE NOTE**

RESEARCH ON THE VARIOUS FORMS OF WRITING IDENTIFIED IN THE NOTE

Writing is a medium of human communication that involves the representation of a language with symbols. Well writing is everywhere in the world, though man’s first expression of thoughts were done orally, writing as an expression of thoughts has been with man as well, since time immemorial. What is written and how it is written depend on what the writer wants to create and the purpose that it would ultimately serve. There are several forms of writing. The forms of writing identified in the note are; letter, electronic mail (email), resume, memoir, biography, autobiography, diary, review, report.

LETTER

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 is as old as man and literacy. It constitutes the earliest form of writing known to man. The act of letter writing is mentioned in *Illiad*, an ancient Greek text set during the Trojan War and written by Homer.

There are three types of letter:

Formal letter: it can be called business or official letter is addressed to someone in their official capacity. It contains two addresses

Informal letter: this type of letter is written to relations, loved ones, classmates/colleagues and friends. It is a type of letter we write to those with whom we have personal relationship. It contains one address

Semi-formal letter: this is 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. It contains one address.

ELECTRONIC MAIL (email)

Electronic mail short form is email is information stored on a computer that is exchanged between two users over telecommunications. More plainly, email is a message that may contain text, files, images, or other attachments sent through a network to a specified individual or group of individuals. It is a system of electronic communication which allows a user to compose and send message(s) which is/are transmitted electronically from one terminal to another. Well emails are really fast and amendable to changes of any kind. Emails really do have a lot of advantages and it helps us in communication in our modern world of technology. It is really reliable and convenient. But as we say everything has advantages and disadvantages too.

RESUME

A resume is a French word which means summary. A resume is a document used and created by a person to present their background, skills, and accomplishments. Resumes can be used for a variety reasons, but most often they are used to secure new employment. A typical resume contains a summary of relevant job experience and education. The resume 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.

MEMOIR

A 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. The assertions made in the work are understood to be factual. While memoir has historically been defined as subcategory of biography or autobiography since the late 20th century, the genre is differentiated in form, presenting a narrowed focus. The author of a memoir may be referred to as a memoirist or a memorialist.

BIOGRAPHY

A biography is an account of a person’s life written by another person, oftentimes with his or her permission and/or personal involvement. 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. 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 or her life. A person who writes biographies, is called a Biographer.

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. Some autobiographies are written in the form of a fictional tale; as novels or stories that closely mirror events from the author’s real life.

DIARY

A diary is a book which has a separate space for each day of the year. You use a diary to write down things you plan to do, or to record what happens in your life day by day. A diary details what happened during the day of a person’s life.

REVIEW

A review is a formal assessment of something with the intention of instituting change if necessary, it can also be defined as a critical appraisal of a book, play, film, etc. published in a newspaper or magazine. A review, especially a book review refers to a critical evaluation of a publication.

REPORT

A report is a short, sharp, concise document which is written for a particular purpose or audience. It generally sets outs and analyzes a situation or problem, often making recommendations for future action. It is a factual paper, and needs to be clear and well-structured.