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COMMUNICATION IN ENGLISH, LECTURER; MRS. IFE AJEPE.
MORE RESEARCH ON FORMS OF WRITING:**

The different forms of writing do have certain unavoidable facts. The different facts for the different forms of writing are going to be summarized below;

1. FACTS ABOUT LETTER WRITING;

The art of letter writing is not dead. In fact, people have such a desire to send and receive letters that there are numerous companies catering to just that. You can sign up to receive letters, be paired with a pen pal, or volunteer to send letters to people in need. Some facts about this form of writing are:

- a. There are writing prompts specifically designed for letter writing which may exist for all lengths of letters i.e. from post card sized notes to lengthy memoirs.
- b. Letter writing a great way to hone your writing skills
- c. It provides health benefits by reducing stress through organization of thoughts.
- d. Your personality shows in your handwriting.
- e. The term pen pal made its first citation in the Oxford English Dictionary in 1931

2. FACTS ABOUT ELECTRONIC MAIL;

- a. In our world today, over 2.7 million emails are sent per second.
- b. Bill Clinton claims to have sent two [2] emails as a President.
- c. Normally after twenty four [24] hours, the chance of an email being open is one percent.
- d. People spend 5.4 hours per day checking their emails.
- e. A lot of people check their emails before going to bed.
These shows that the use of the email in our global world today is actually useful, fast and efficient.

3. FACTS ABOUT MEMOIRS;

Memoir is a challenging mental activity. However, out of six [6] billion people on earth, each person's life story is unique and important so writing a memoir is also necessary. Memoir as a form of writing, is a great way to relive the most profound moments of your life. It puts the reader in your shoes and of course indirectly gifts yourself immortality.

4. FACTS ABOUT RESUME;

- a. Only thirty five [35] percent of job applicants are actually qualified for the job for which they are applying

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- b. The average time spent reviewing a resume the first time is less than 30 seconds.
- c. In 2015, over ninety [90] percent of resumes are submitted to potential employers via email or other electronic means.
- d. Adding a picture to a resume gives a job candidate an eighty eight [88] percent chance of getting their application thrown out. Unless you have an open position for a model or actor.
- e. Resumes are marketing tools for job seekers and they are screening tools for potential employers.