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**A RESEARCH ASSIGNMENT CARRIED OUT ON THE FORMS OF WRITING**

**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 the exchange of written or printed messages. Distinctions are commonly drawn between personal letters (sent between family members, friends, or acquaintances) and business letters (formal exchanges with businesses or government organizations). Letter writing occurs in many forms and formats, including notes, letters, and postcards. Sometimes referred to as hard copy or snail mail, letter writing is often distinguished from forms of computer-mediated communication (CMC), such as email and texting. There are broadly two types of letter, namely Formal Letters, and Informal Letters. But then there are also a few types of letters based on their contents, formalities, the purpose of letter writing etc. Let us have a look at the few types of letters.

**Formal Letter:** These letters follow a certain pattern and formality. They are strictly kept professional in nature, and directly address the issues concerned. Any type of business letter or letter to authorities falls within this given category.

**Informal Letter:** These are personal letters. They need not follow any set pattern or adhere to any formalities. They contain personal information or are a written conversation. Informal letters are generally written to friends, acquaintances, relatives etc.

**Business Letter:** This letter is written among business correspondents, generally contains commercial information such as quotations, orders, complaints, claims, letters for collections etc. Such letters are always strictly formal and follow a structure and pattern of formalities.

**Official Letter:** This type of letter is written to inform offices, branches, subordinates of official information. It usually relays official information like rules, regulations, procedures, events, or any other such information. Official letters are also formal in nature and follow certain structure and decorum.

**Social Letter:** A personal letter written on the occasion of a special event is known as a social letter. Congratulatory letter, condolence letter, invitation letter etc are all social letters.

**Circular Letter:** A letter that announces information to a large number of people is a circular letter. The same letter is circulated to a large group of people to correspond some important information like a change of address, change in management, the retirement of a partner etc.

**Employment Letters:** Any letters with respect to the employment process, like joining letter, promotion letter, application letter etc.

**ELECTRONIC MAIL**

Email is short for ‘electronic mail’. It’s a way of sending written letters or messages across the internet, anything from a quick hello to a 100-page contract. When you send a mail to someone, it arrives almost instantly and sits waiting in an ‘inbox’ until he or she comes to read it. With email, there is a facility for adding pictures or other digital files to the message—like popping a photograph in the envelope when you send a letter or posting a book or videotape or a formal invitation. It's similar to traditional mail, but it also has some key differences.

**Email advantages**

**Productivity tools**: Email is usually packaged with a calendar, address book, instant messaging, and more for convenience and productivity.

**Access to web services:** If you want to sign up for an account like Facebook or order products from services like Amazon, you will need an email address so you can be safely identified and contacted.

**Easy mail management**: Email service providers have tools that allow you to file, label, prioritize, find, group, and filter your emails for easy management. You can even easily control spam, or junk email.

**Privacy**: Your email is delivered to your own personal and private account with a password required to access and view emails.

**Communication with multiple people:** You can send an email to multiple people at once, giving you the option to include as few as or as many people as you want in a conversation.

**Accessible anywhere at any time:** You don’t have to be at home to get your mail. You can access it from any computer or mobile device that has an Internet connection.

**Email productivity features**

In addition to email access, webmail providers offer various tools and features. These features are part of a productivity suite—a set of applications that help you work, communicate, and stay organized. The tools offered will vary by provider, but all major webmail services offer the following features:

**Instant messaging, or chat**, which lets you have text-based conversations with other users

**An online address book,** where you can store contact information for the people you contact frequently

**An online calendar** to help organize your schedule and share it with others

**A public profile** that you can use for basic social networking purposes, like sharing photos, previous work or school history, and status updates, among other things

In addition, each provider offers some unique features. For instance, when you sign up for Gmail you gain access to a full range of Google services, including Google Drive, Google Docs, and more. Outlook, on the other hand, offers connectivity with OneDrive and Microsoft Office Web Apps. You can visit our tutorials on Google Drive, Google Docs and OneDrive and Office Online to learn more.

**RESUME**

A résumé is a document used and created by a person to present their background, skills, and accomplishments. Résumés can be used for a variety of reasons, but most often they are used to secure new employment. A typical résumé contains a "summary" of relevant job experience and education. The résumé 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 .In many contexts, a résumé is typically limited to one or two pages of size A4 or letter-size, highlighting only those experiences and qualifications that the author considers most relevant to the desired position. Many résumés contain keywords or skills that potential employers are looking for via applicant tracking systems, make heavy use of active verbs, and display content in a flattering manner. Acronyms and credentials after the applicant's name should be spelled out fully in the appropriate section of the résumé, greater chance of being found in a computerized keyword scan. Résumés can vary in style and length, but should always contain accurate contact information of the job seeker. A recent hiring simulation by ResumeGo concluded that a two-page resume was more likely to lead to being hired. A résumé is a marketing tool in which the content should be adapted to suit each individual job application or applications aimed at a particular industry. The transmission of résumés directly to employers became increasingly popular as late as 2002. Job seekers were able to circumvent the job application process and reach employers through direct email contact and résumé blasting, a term meaning the mass distribution of résumés to increase personal visibility within the job market. However, the mass distribution of résumés to employers can often have a negative effect on the applicant's chances of securing employment as the résumés tend not to be tailored for the specific positions the applicant is applying for. It is usually, therefore, more sensible to optimize the résumé for each position applied for and its keywords. In order to keep track of all experiences, keeping a 'master résumé' document is recommended, providing job-seekers with the ability to customize a tailored résumé while making sure extraneous information is easily accessible for future use if needed. The complexity or simplicity of various résumé formats tends to produce results varying from person to person, for the occupation, and to the industry. Résumés or CVs used by medical professionals, professors, artists and people in other specialized fields may be comparatively longer. For example, an artist's résumé, typically excluding any non-art-related employment, may include extensive lists of solo and group exhibitions. Résumés may be organized in different ways. The following are some of the more common résumé formats:

**Reverse chronological résumé**: A reverse chronological résumé lists a candidate's job experiences in chronological order, generally covering the previous 10 to 15 years. Positions are listed with starting and ending dates. Current positions on a résumé typically list the starting date to the present. The reverse chronological résumé format is most commonly used by professionals who are taking advancements in the same vertical. In using this format, the main body of the document becomes the Professional Experience section, starting from the most recent experience and moving chronologically backwards through a succession of previous experience. The reverse chronological résumé works to build credibility through experience gained, while illustrating career growth over time and filling all gaps in a career trajectory. A chronological résumé is not recommended to job seekers with gaps in their career summaries. In the United Kingdom the chronological résumé tends to extend only as far back as the applicant's GCSE/Standard Grade qualifications.

**Functional résumé:** A functional résumé lists work experience and skills sorted by skill area or job function. The functional résumé is used to focus on skills that are specific to the type of position being sought. This format directly emphasizes specific professional capabilities and utilizes experience summaries as its primary means of communicating professional competency. In contrast, the chronological résumé format will briefly highlight these competencies prior to presenting a comprehensive timeline of career growth through reverse chronological listings, with the most recent experience listed first. The functional résumé works well for those making a career change, having a varied work history or with little work experience. A functional résumé is also preferred for applications to jobs that require very specific skills or clearly defined personality traits. A functional résumé is a good method for highlighting particular skills or experiences, especially when those particular skills or experiences may have derived from a role which was held some time ago. Rather than focus on the length of time that has passed, the functional résumé allows the reader to identify those skills quickly.

**Online résumés:** As the search for employment has become more electronic, it is common for employers to only accept résumés electronically, either out of practicality or preference. This has changed much about the manner in which résumés are written, read, and processed. Some career experts are pointing out that today a paper-based résumé is an exception rather than the rule. Many employers now find candidates' résumés through search engines,which makes it more important for candidates to use appropriate keywords when writing a résumé. Larger employers use Applicant Tracking Systems to search, filter, and manage high volumes of résumés. Job ads may direct applicants to email a résumé to a company or visit its website and submit a résumé in an electronic format. Many employers, and recruitment agencies working on their behalf, insist on receiving résumés in a particular file format. Some require Microsoft Word documents, while others will only accept résumés formatted in HTML, PDF, or plain ASCII text. Another consideration for electronic résumé documents is that they are parsed with natural language processors. Résumé parsers may correctly interpret some parts of the content of the résumé but not other parts. The best résumé parsers capture a high percentage of information regarding location, names, titles, but are less accurate with skills, industries and other less structured or rapidly changing data. Résumés written in a standard format are more likely to be correctly interpreted by résumé parsers, and thereby may make the candidate more findable. One advantage for employers to online résumés is the significant cost saving compared to traditional hiring methods. Another is that potential employers no longer have to sort through massive stacks of paper.

**Infographic, video and website résumés:** As the Internet becomes more driven by multimedia, job-seekers have sought to take advantage of the trend by moving their résumés away from the traditional paper and email media to website résumés or e-résumés. Video, infographic, and even Vine résumés have gained popularity, though mainly in the creative and media industries. This trend has attracted criticism from human resources management professionals, who warn that this may be a passing fad and point out that multimedia-based résumés may be overlooked by recruiters whose workflow is designed only to accommodate a traditional résumé format.

**Résumé evaluation:** Many résumé development agencies offer résumé evaluation services wherein they evaluate the résumé and suggest any necessary changes. Candidates are free to either do those changes themselves or may take help of the agency itself. Some career fields include a special section listing the lifelong works of the author: for computer-related fields, the softography; for musicians and composers, the discography; for actors, a filmography. Keeping résumés online has become increasingly common for people in professions that benefit from the multimedia and rich detail that are offered by an HTML résumé, such as actors, photographers, graphic designers, developers, dancers, etc. Job seekers are finding an ever-increasing demand to have an electronic version of their résumé available to employers and professionals who use Internet recruiting. Online résumé distribution services have emerged to allow job seekers to distribute their résumés to numerous employers of their choice through email.

**Résumé as one part of a personal branding mix:** In some sectors, particularly in the startup community, use of traditional résumé has seen a consistent decline.While standalone résumés are still used to apply for jobs, job-seekers may also view their résumés as one of a number of assets which form their personal brand and work together to strengthen their job application. In this scenario, résumés are generally used to provide a potential employer with factual information (e.g., achievements), while the social media platforms give insight into the job-seekers' motivations and personality in development.

**Memoir** Memoir is a written factual account of somebody’s life. It comes from the French word *mémoire,* which means “*memory,”* or *“reminiscence.*” This literary technique tells a story about the experiences of someone’s life. A literary memoir is usually about a specific theme, or about a part of someone’s life. It is a story with a proper [narrative](https://literarydevices.net/narrative/) shape, focus, and subject matter, involving reflection on some particular event or place. Memoirs are often associated with popular personalities, such as celebrities, sportsmen, soldiers, singers, and writers. It allows making a connection with what the audience finds captivating, interesting, appealing, and engaging.

**Memoir and Autobiography**

Memoir falls under the category of [autobiography](https://literarydevices.net/autobiography/), but is used as its sub-genre. The major difference between memoir and autobiography is that a memoir is a centralized and more specific storytelling, while an autobiography spans the entire life of a person with intricate details such as the childhood, family history, education, and profession. A memoir is specific and focused, telling the story of somebody’s life, focusing on an important event that occurred at a specific time and place.

**Examples of Memoir in Literature**

Example #1: *A Moveable Feast* (By Ernest Hemingway)

Example #2: *Speak Memory* (By Vladimir Nabokov)

Example #3: *Homage to Catalonia* (By ­­­­­­­­­­­­­­­­­­­George Orwell)

Example #4: *Maus* (By­­­­­­­­­­­­­­­­­­­ Art Spiegelman)

**Function of Memoir**

Memoir has been around since ancient times. Perhaps Julius Caesar, who wrote and depicted his personal experiences about epic battles, was the first memoirist. Later, it became a popular and acclaimed literary genre. Memoir serves to preserve history through a person’ eyes. Through memoir, celebrities also tell harsh sides of their careers. Rock stars tell their fans about tough days spent in distress, drug addicts reveal their struggle in seeking normal life, soldiers write war experiences, people who are mentally ill describe ups and downs to achieve clarity, and authors tell particular events that happened before their eyes. Hence, the function of memoir is to provide a window for the audience to have a look into the lives of other people.

**Biography**

A biography is a detailed description or account of a person's life. It entails more than basic facts - a biography also portrays a subject's experience of these events. Unlike a profile or curriculum vitae, a biography presents a subject's life story, highlighting various aspects of his or her life, including intimate details of experience, and may include an analysis of the subject's personality. Biographical works are usually non-fiction, but fiction can also be used to portray a person's life. One in-depth form of biographical coverage is called legacy writing. Works in diverse media — from literature to film — form the genre known as biography. An authorized biography is written with the permission, cooperation, and at times, participation of a subject or a subject's heirs. An autobiography is written by the person themselves, sometimes with the assistance of a collaborator or ghost-writer

**Types of Biography:** There are three types of biography

**Autobiography**

An autobiography tells the story of a person’s own life. While that person writes his own account, he or she may take guidance from a ghost-writer or collaborator.

**Biography**

A biography narrates the life story of a person, as written by another person or writer. It is further divided into five categories

1. Popular biography
2. Historical biography
3. Literary biography
4. Reference biography
5. Fictional biography

**Examples of Biography in Literature:** Example #1: *Shakespeare: A Life* (By Park Honan)

Example #2: *Arthur Miller: Attention Must Be Paid* (By James Campbell)

Example #3: *The Life of Samuel Johnson* (By James Boswell)

Example #4: *The Bronte Myth* (By­­­­­­­­­­­­­­­­­­­ Lucasta Miller)

Example #5: *Why this World: A Biography of Clarice Lispector* (By­­­­­­­­­­­­­­­­­­­ Benjamin Moser)

**Function of Biography**

The function of writing biographies is to provide details regarding the life of a person or a thing in an entertaining but informative manner. By the end of a biography, readers feel like they are well-acquainted with the subject. Biographies are often non-fictional, but many biographers also use novel -like format, because a story line would be more entertaining with the inclusion of strong exposition rising conflict, and then climax. Besides, the most inspirational life stories could motivate and put confidence into the readers.

**Diary**

A diary is a personal record of events, experiences, thoughts, and observations. “We converse with the absent by letters, and with ourselves by diaries," says Isaac D'Israeli in *Curiosities of Literature* (1793). These "books of account," he says "preserve what wear out in the memory, and render to a man an account of himself to himself." In this sense, diary-writing may be regarded as a type of conversation or monologue as well as a form of autobiography. Although the reader of a diary is usually only the author herself, on occasion diaries are published (in most cases after an author's death). Well-known diarists include Samuel Pepys (1633-1703), Dorothy Wordsworth (1771-1855), Virginia Woolf (1882-1941), [Anne Frank](https://www.thoughtco.com/anne-frank-quotes-1779479) (1929-1945), and Anaïs Nin (1903-1977). In recent years, growing numbers of people have begun keeping online diaries, usually in the form of blogs or web journals. Diaries are sometimes used in conducting [research](https://www.thoughtco.com/research-paper-1691912), particularly in the social sciences and in medicine. *Research diaries* (also called *field notes*) serve as records of the research process itself. *Respondent diaries*may be kept by the individual subjects participating in a research project.

**Etymology**: From the Latin, "daily allowance, daily journal"

**Excerpts From Famous Diaries**

Excerpt From Virginia Woolf's Diary  
Excerpt From Sylvia Plath's Diary  
Excerpts From Anne Frank's Diary

**Reviews**  
A review is an evaluation of a publication, product, service, or company such as a movie, video game, musical composition, book; a piece of hardware like a car, home appliance, or computer; or an event or performance, such as a live music concert, play, musical theatre show, or dance show. In addition to a critical evaluation, the review's author may assign the work a rating to indicate its relative merit. More loosely, an author may review current events, trends, or items in the news. A compilation of reviews may itself be called a review. The New York Review of Books, for instance, is a collection of essays on literature, culture, and current affairs. National Review, founded by William F. Buckley, Jr., is an influential conservative magazine, and Monthly Review is a long-running socialist periodical. In the scientific literature, review articles are a category of scientific paper, which provides a synthesis of research on a topic at that moment in time. A compilation of these reviews forms the core content of a 'secondary' scientific journal, with examples including Annual Reviews, the Nature Reviews series of journals and Trends. A peer review is the process by which scientists assess the work of their colleagues that has been submitted for publication in the scientific literature. A software review is also a form of peer review, by the co-workers.

**Report**

A report is a specific form of writing that is organised around concisely identifying and examining issues, events, or findings that have happened in a physical sense, such as events that have occurred within an organisation, or findings from a research investigation. These events can also pertain to events or issues identified within a body of literature. A report informs the reader simply and objectively about all relevant issues. There are three features that characterise report writing at a very basic level: a pre-defined structure, independent sections, and reaching unbiased conclusions.

**Pre-defined structure:** Report structures vary widely. So, check your guidelines to ensure that you are following the structure that has been specified. At a very basic level, a report can be distinguished from an essay by headings which are used to organise information. Headings typically indicate sections within a report, such as an introduction, discussion, and conclusion. Within the discussion section, which usually makes up the main body of a report, you can often add sub-sections according to the literature you have sourced, your development of ideas, and the assigned task. The difference between main sections and sub-sections may be indicated through numbering and/or heading font style. You will need to check the assignment instructions to see whether this is appropriate.

**Example structure**

1. Introduction  
2. Discussion  
2.1 Technological benefits  
2.1.1 Efficiency  
2.1.2 Access to monitoring  
2.2 Technological weaknesses  
2.2.1 Disconnections  
2.2.2 Lack of face-to-face support  
3. Conclusion  
4. References

**Report vs. essay structure:** Overall, a report is a highly structured piece of work and typically, the course co-ordinator or lecturer identifies the main sections required or indicates that you should follow a standard structure (such as a [business report structure](http://owll.massey.ac.nz/assignment-types/business-report-structure.php)). You are often given more guidance on how to write the assignment, with respect to its structure and section, compared to an essay where you decide the order of information in the essay body.While you may have more freedom in structuring an essay, it may be more difficult to decide how to order information within your essay. In contrast, a report provides you with that structure before you begin to answer the question, while still allowing you some flexibility and freedom in deciding on the organisation of sub-sections.

**Unbiased conclusions:** Another element of report writing (in fact, all [academic writing](http://owll.massey.ac.nz/academic-writing/introduction-to-academic-writing.php)) is that it is an unbiased and objective form of writing.

**Report vs. essay focus:** However, while essays put forward a particular position or argument at the very beginning, summarised in the thesis statement and then backed up in the body, a report's focus is slightly different.A report sways more towards the process of identifying and reviewing the range of issues in the body of the report, and then reaching an objective conclusion or position at the end, sometimes with recommendations based on the discussion and conclusions.Of course, you can always have in mind a particular point of view when you begin your report, but try to give the impression that you have come to your conclusion via an objective and methodical review of the issues involved.Sometimes you will need to briefly summarise the report's findings in your introduction. Alternatively, sometimes you might need to provide an overview of your report in an [executive summary](http://owll.massey.ac.nz/assignment-types/business-report-structure.php) or [abstract](http://owll.massey.ac.nz/assignment-types/abstract.php). Report structures vary so this is something you need to check with your assignment instructions or course coordinator. Nevertheless, try to ensure that the conclusion is where you give emphasis to your findings and the recommendations or decisions you have arrived at after a careful analysis of all the issues. It should be clear to the reader that your conclusion is reasoned logically from the discussion of the issues and the evidence you have presented in the body of the report.

**Kinds of Reports**

Based on some special characteristics, a report can be a certain kind. Why classify them in kinds? Well, depending upon the purpose of the report, it’s always best to know what kind would be the best for that case. For example, informal reports in office formal contexts may not be suitable. In that case, even if your report is on point and the best, just the structure or format or language could work against your report. Small things like that should not stand in the way of you conveying your point. And thus for these reasons and more, let’s dive into the kinds of reports that exist so we can make clear [decisions](https://www.toppr.com/guides/fundamentals-of-economics-and-management/decision-making/types-of-decisions/) of their usage.

**Long Report and Short Reports**: These kinds of reports are quite clear, as the name suggests. A two-page report or sometimes referred to as a [memorandum](https://www.toppr.com/guides/business-communication-and-ethics/inter-departmental-communication/memorandum/) is short, and a thirty-page report is absolutely long. But what makes a clear division of short reports or long reports? Well, usually, notice that longer reports are generally written in a formal manner.

**Internal and External Reports:** As the name suggests, an internal report stays within a certain organization or group of people. In the case of office settings, internal reports are for within the [organization](https://www.toppr.com/guides/business-management-entrepreneurship/organizing/structure-of-organization/).We prepare external reports, such as a news report in the newspaper about an incident or the annual reports of [companies](https://www.toppr.com/guides/business-laws/companies-act-2013/meaning-and-features-of-a-company/) for [distribution](https://www.toppr.com/guides/fundamentals-of-business-mathematics-and-statistics/theoretical-distribution/theoretical-distribution/) outside the organization. We call these as public reports.

**Vertical and Lateral Reports:** This is about the hierarchy of the reports’ ultimate target. If the report is for your management or for your mentees, it’s a vertical report. Wherever a direction of upwards or downwards comes into motion, we call it a vertical report.

Lateral reports, on the other hand, assist in coordination in the organization. A report traveling between units of the same organization level (for example, a report among the [administration](https://www.toppr.com/guides/civics/rural-administration/rural-administration-in-india/) and finance departments) is lateral.

**Periodic Reports:** Periodic reports are sent out on regularly pre-scheduled dates. In most cases, their direction is upward and serves as management control. Some, like annual reports, is not vertical but is a Government mandate to be periodic in nature.That is why we have annual or quarterly or half-yearly reports. If they are this frequent, it only makes sense to pre-set the structure of these reports and just fills in the data every period. That’s exactly what happens in most cases too.

**Formal and Informal Reports:** Formal reports are meticulously structured. They focus on objectivity and organization, contain deeper detail, and the writer must write them in a style that eliminates factors like personal pronouns.

Informal reports are usually short messages with free-flowing, casual use of language. We generally describe the internal report/memorandum as an informal report. For example, a report among your peers , or a report for your small group or team, etc.

**Informational and Analytical Reports:** Informational reports (attendance reports, annual budget reports, monthly financial reports, and such) carry objective information from one area of an organization to maybe a larger system.

Analytical reports (scientific research, feasibility reports, and employee appraisals) show attempts to solve actual problems. These analytical reports usually require suggestions at the end.

**Proposal Reports:** These kinds of reports are like an extension to the analytical/problem-solving reports. A proposal is a document one prepares to describe how one organization can provide a solution to a problem they are facing.There’s usually always a need to prepare a report in a business set-up. The end goal is usually very solution-oriented. We call such kinds of reports as proposal reports.

**Functional Reports:** These kinds of reports include marketing reports, financial reports, accounting reports, and a spectrum of other reports that provide a function specifically. By and large, we can include almost all reports in most of these categories. Furthermore, we can include a single report in several kinds of reports.

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