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DEPARTMENT: Medicine and Surgery (MBBS)

COURSE CODE: GST 122 ASSIGNMENT (ENGLISH LANGUAGE)

FORMS OF WRITING

1 Letter Writing: A letter is a written message containing information which is sent from one person to another or from a person to a group/organisation or from a group/organisation to a person or from a group/organisation to a person or from a group/organisation to another one.

There are 3 types of letter writing;

- Formal letter which is also called business or official letter. It is a letter written to someone in their official capacity e.g. letter of application.
- Informal letter: It is a type of letter written to someone or those whom we have personal relationship. It is written to relations, loved ones, classmates / colleagues and friends.
- Semi-formal letter: This is a letter we write to those with whom we neither have a formal nor an informal relationship. It can be written to elderly persons not related to us, casual acquaintances, family friends or someone we know but who is in a position of authority.

2 Electronic Mail (e-mail or E-mail): It is the transmission of messages over communication networks. It is a system of electronic communication networks. ~~It is a system~~ which allows a user to compose and send message(s) which is/are transmitted electronically from one terminal to another. It is the fastest means of communicating. An example of e-mail address is: eekong199@gmail.com

3 Résumé: It 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 an assessment of the owner can be done for employment. It is mostly used to seek for a job.

4 **Memoir:** It is 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. It is different from autobiography in the sense that where the autobiography tells the story of a writer's life, the memoir tells the story from the writer's life by concentrating on the unforgettable events and turning points in the writer's life.

5 **Biography:** A biography is an account of a person's life written by another person, oftentimes with his/her permission and for personal involvement. It is often a very detailed description of a person's life, bringing into focus such aspects as nativity, education, work experiences, family life and death; when it is published posthumously.

6 **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 expected to be factual and not fictional or the creative imagination of a writer.

7 **Diary:** A diary details what happened during the day in a person's life. 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.

8 **Review:** It is a critical evaluation of a publication. When a review of a book is done, the reviewer is ~~expe~~ expected to point out its strengths and weaknesses for the benefit of the reading public, and may be the author as well. It plays 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 does the opposite.

9 Report: It is a written document produced as a result of procedures undertaken to reveal information. ~~Before~~ Before a report of any kind can be presented, a ~~process~~ process would have been involved; a process whose intention would be to gather information and facts for the use of the reader.

10 School project: A project 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 phenomenon in order to fill a gap or contribute to knowledge.

11 Minutes of Meeting: It is the record of resolutions or decisions reached at the meeting of any association, society, organisation or group. The person whose duty it is to take down the minutes of a meeting is the secretary. Before a meeting ~~is~~ commences, there is always an agenda.

12 Agenda: It is the chronological arrangement of details of the business to be discussed during the course of a meeting. Normally, the agenda is circulated to ~~meet~~ members of the association, society, group or organisation ahead of time as part of the notice of meeting. This is to afford members the opportunity of preparing for the meeting by forming opinion or consensus on the issues for discussion.