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COLLEGE: SMS

DEPARTMENT: ACCOUNTING

MATRIC NUM: 19/sms02/036

COURSE CODE:GST 122

COURSE TITLE:COMMUNICATION IN ENGLISH

ASSIGNMENT: FORMS OF WRITING

There are various forms of writing which may include

* Letter
* E-mails(Electronic mails)
* Autobiography
* Memoir
* Biography and many others

Brief explanation of the forms of writing

1. Letter

It is the earliest form of writing ever known to man. It is a written message containing information sent from one person to another. It consists of various types which include;

* Formal letter: it contains information sent to someone in high position or authority and it is a strategy letter. An example of people this type of letter are being sent to are the government, companies, president etc.
* Informal letter: it is a letter sent to loved ones, friends and families. It is sent to people who we have close and personal relationships with.
* Semi-formal letter: it is sent to those whom we neither have a formal or informal relationships with.
1. E-mail

It is defined as the transmission of messages over communication network. For an email to be sent and received, both the sender and the recipient must have email addresses through the mail passes electronically. An example of email address is precious2019@gmail.com.

Advantages include;

* It is reliable
* It is fast
* It is flexible

Disadvantages include;

* It is susceptible to cyber attack.
* A breakdown in email access destroys the whole message transmission process.
1. Biography:

It is an account of a person’s life written by another person, oftentimes with his or her permission. It is often a very detailed description of a person’s life, and death; when it is published posthumously. By writing and reading the biographies of important persons, we document their lives and achievements for prosperity; and a also gain access to the tapestry of such lives for our own use.

1. Autobiography:

This form of writing is a personal account of a person’s life written by the same person. It simply tells the story of the person’s life by explaining certain experiences of the writer for public consumption. This form of writing is expected to be factual and non-factual; or the creative imagination of the writer.