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Pharmacy

19/MHS11/071

GST122

 FORMS OF WRITING

Writing is part of our everyday life. It is an essential skill. Almost every aspect of life involves writing one thing or the other. There are mainly 4 types of writings:

* Expository essay
* Descriptive essay
* Narrative essay
* Argumentative essay

Writing may be either fiction or non-fiction and it is likely to fall into one of the major literary genres, such as:

* Comedy
* Drama
* Horror
* Realism
* Romance
* Satire
* Tragedy
* Thriller
* Fantasy

When the classification of writing changes, so does the list of possible different types of writing genres. Take professional writing for example, one is not likely to encounter romance or fantasy in a piece of professional correspondence. However he will see documentation such as:

* Abstract
* Book review
* Minutes of meeting
* Email
* Memo
* Journal
* Proposal
* Critique ETC

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| --- | --- | --- |
| Genre  | purpose | Activities  |
| Descriptive writing | In this genre of writing, one might take note of things like metaphors and simile and use these sensory details to make the writing more objective. | * Comparisons
* Descriptive sentences
* poems
 |
| Expository writing | In this genre, it is common to collect and synthesize information. It is often objective and reports are the most frequently seen medium. | * Essays
* Directions
* Reports
* summaries
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| Narrative writing | The genre may involve sharing of stories, writing stories about personal events and creating new stories. These will include a beginning, a middle and an end. | * Personal narratives
* Story writing
* scripts
 |

The forms of writing include:

* letter writing
* memos
* diary
* email
* minutes of meeting
* abstract
* **Letter Writing**

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. Before the advent of modern technology made communication so easy, the art of writing a letter was considered an important requirement.

Despite the prevalence of emails and text messages, everyone has to write letters at some point. Letters of complaint, job applications, thank you letters, letters requesting changes or making suggestions etc.

* 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.

Format of a formal letter

1. Two addresses – sender and receivers address
2. Date
3. Salutation
4. Title
5. Complimentary close
6. Sender’s signature and name
* 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.

Format of an informal letter
1. **Address**
2. **Date**
3. **Salutation** / Greeting (Dear / Hi / Hello)
4. **Body**
5. Closure and name

Semi-formal letter: this is something you write to a person whom you know, but do neither share cordial relationship with. For example, if you write a letter to your friend's parents, then it would be a semi-formal letter. It is also used in non-formal relationship, but which requires respectful and polite approach.

Memo (also known as a memorandum, or "reminder"): it is used for internal communications regarding procedures or official business within an organization. Unlike an email, a memo is a message you send to a large group of employees, like your entire department or everyone at the company. They have a two main purposes: they bring attention to problems and they solve problems. They accomplish their goals by informing the reader about new information like policy changes, price increases, or by persuading the reader to take an action, such as attend a meeting, or change a current production procedure.

Diary: it is a place where you record events, experiences and other personal things that interest you. You can write about whatever you like, free of outside judgment or criticism. It should be an extension of your mind: safe and free. It is a record of your life and can be reviewed to help you see your growth and remember and understand where you came from.

Email: Short for electronic mail, e-mail or email is information stored on a computer that is exchanged between two users over telecommunications. They are messages distributed by electronic means from one computer user to one or more recipients via a network. E-mail is a message that may contain text, files, images, or other attachments sent through a network to a specified individual or group of individuals. The greatest advantage of an email is the way you can quickly communicate with others in distance places and send a prodigious amount of written materials, documents, pictures etc. with effortless ease.

Minutes of meeting: Also known as protocol or note, minutes are the live written record of a meeting. They include the list of attendees, issues raised, related responses, and final decisions taken to address the issues. Their purpose is to record what actions have been assigned to whom, along with the achievements and the deadlines.

Abstract: it is a brief summary of a research article, thesis, review, conference proceeding, or any in-depth analysis of a particular subject and is often used to help the reader quickly ascertain the paper's purpose. When used, an abstract always appears at the beginning of a manuscript or typescript, acting as the point-of-entry for any given academic paper or [patent application](https://en.wikipedia.org/wiki/Patent_application%22%20%5Co%20%22Patent%20application). Abstracting and indexing [services for various academic disciplines](https://en.wikipedia.org/wiki/List_of_academic_databases_and_search_engines%22%20%5Co%20%22List%20of%20academic%20databases%20and%20search%20engines) are aimed at compiling a body of literature for that particular subject.

 **ZAPPOS**

 **MINUTES OF MEETING**

 **16TH APRIL, 2020**

Opening

The regular meeting of Zappos was called to order by 10:00am on the 16th of April, 2020 at pan pacific hotel, Vancouver, Canada. It was organized by Mrs. Anna Frank.

**Present**

Tatiana Morand, facilitator

Joshua Zackery, secretary

Sarai Jones, board member

Racheal Levine, board member

Ava Mark, board member

India Gupta, board member

Lakshmi Sharma, executive director

**Absent**

James Clarkson, marketing director

Sadie Aldis, board member

**Approval of agenda**

The agenda was unanimously approved as distributed.

**Approval of minutes**

The minutes of the previous meeting was unanimously approved as distributed

**Business from previous meetings**

Budget committee report

The budget for 2020 has been finalized and it was distributed at this meeting by Ava Mark, who led the committee. She ran through the itemized list of the listed problems, with board members asking questions periodically. The main change from the 2019 budget was the increased marketing spend. The motion to accept the revised budget was seconded and passed.

**New hive research**

Sarai jones explained the result of the research she had been doing into the new brand of hives that some new members have been purchasing. She found out that purchasing them in bulk for the association would be too expensive, and recommended against it. Her motion to dismiss this proposal was seconded and passed.

**New business**

Marketing plan for gala

Deferred for the next meeting as James Clarkson and Sadie Aldis were absent.

**Additions to the agenda**

Racheal Levine made a motion that shoe sale should begin at the branch in Ontario be discussed. Lakshmi Sharma dismissed the motion, and proposed adding it to next month’s meeting instead. Sarai Jones seconded that motion and it was added to next month’s meeting.

**Agenda for next meeting**

Marketing plan for gala

Gala agenda

Ontario branch sale

**Adjournment**

Meeting was adjourned at 1:30pm by Tatiana Morand. The next meeting will be at 11:30am on the 22nd of May, 2020 in pan pacific hotel.

**Minutes submitted by name**: Joshua Zackery

**Minutes approved by name**: Lakshmi Sharma