**NAME: AKINTOYE IFEOLUWA DEBORAH**

**COURSE CODE: GST 122**

**MATRIC NO: 19/SMS02/007**

**ASSIGNMENT: FORMS OF WRITING**

**LETTER**

This constitute of the earliest form of writing known to a man the act of letter writing is mentioned in Llliad, an ancient Greek textset during the Trojan war. A letter is a written message that can be handwritten or printed on paper that contains information which is sent from one recipient to another. There are two types of letter we have the *formal letter* which is written to organization or people in official status while *informal letter* is written to people that are close to you like family and friends.

**ELECTRONIC MAIL (EMAIL)**

This is a system of electronic communication which allows a user to compose and send messages which are transmitted electronically from one terminal to another. This is a method of exchanging messages between people using electronic device, email first entered limited use in the 1960 but users could only send to others who used the same computer. Ray Tomlinson is the inventor of email, as in 1971 he developed the first system able to mails between users on different host across the apparent.

**RESUME**

This means ‘summary’ which is a typed document which summaries someone background Information, skills and accomplishment by giving one details of the writer’s educational skills and experience in order to secure employment. Curriculum vitae(cv) is different from resume, it is used for academic purpose in countries like Africa, Australia, Canada, etc.

**MEMOIR**

This is gotten from French word ‘memoire’ meaning collection of a personal memories experience and event of an individual surrounding the private and public life of the writer that took place in the subjects life.

**BIOGRAPHY**

This is an account of someone’s life written by another person sometimes with the persons consent. It is also a literary genre that portrays the experiences of these entire events occurring in the life of a person, mostly in a chronological order.

**AUTOBIOGRAPHY**

This is writing a personal account of a person’s life written by the same person telling the story about his or her entire life. It was first used by William Taylor in 1797 in the ENGLISH PERIODICAL: THE MONTLY REVIEW.

**DIARY**

This is a journal that an individual writes his or her daily experience and other personal things that interest you without being criticized of your mind.

**REVIEW**

A book review is a critical evaluation of a publication, after a book review is done the reviewer is expected to point out the writer strength, weakness, grammatical errors and wrong use of phrases and clauses.

**REPORT**

This is gotten from a French word ‘reportaire’ meaning to carry back, this indicates that an enquiry had been carried out which report is the feedback. This is a document that presents information in an organized format for a specific audience and purpose. Although summaries of the report may be delivered orally, complete records are always in form of written documents.

**SCHOOL REPORT**

This is also known as a counselor’s recommendation. This is a recommendation that a high school counselor fills out for you. A school report is beneficial to different entities involved in various processes within an academic institution.

**AGENDA**

This is a list of meeting activities in the order in which they are to be taken up, beginning with the call to order and ending with adjournment. It usually includes one or more specific items of business to be acted upon.

**MINUTES**

Minutes, also known as minutes of meeting, protocols or, informally, notes, are the instant written record of a written record of meeting or hearing.