

Name: SAMIKSHYA CHIBUIRE

Matric no: 19/MHSD/1394

Date: 17/04/2020

Department: MBBS

FORM OF WRITING

- 1 Letter
- 2 Electronic Mail (Email)
- 3 Resumé
- 4 Biography
- 5 Autobiography
- 6 Diary
- 7 Review
- 8 Report
- 9 School Project
- 10 Minutes of Meeting
- 11 Agenda
- 12 Memoir

LETTER:

This is a written message conveyed from one person to another person through a medium. It can be formal and informal. Letters have been sent since antiquity and are mentioned in the LLIAD.

ELECTRONIC MAIL:

This is a method of exchanging messages between people using electronic devices. The email can also be accessed when you want to get something online. You will need a sign-up which requires you an email.

- 3) Resumé:
The word Resumé comes from the French word Resumer meaning "Summary". E.g: If the word "Harvey" appears on a Resumé, it could be the name of an applicant, refer to the College Harvey.
- 4) Biography:
A biography, or simply bio, is a detailed description of a person's life. It involves more than just the basic facts like education, work, relationships, etc. They are types of biography: Authorized biography (written with the subject's permission or input) and Unauthorized biography (written without the subject's permission or input).
- 5) Autobiography
This is a computerised detailed description of a person's life which could be posted on the internet for research. E.g. Asmeta an autobiographical book by A. Sata Shekar.
- 6) Diary:
This is a record (originally in handwritten format) with dated entries arranged by date, reporting on what has happened over the course of the day. E.g. The diary of Anne Frank.
- 7) Report:
This is a document that presents an information in an organized format for a specific audience and purpose. There could be kinds of report such as an annual report (written for a company's activities throughout the preceding year).

9. School Project:

This is an independent cross-platform media project. It captures what a healthy public education system looks like through the lens of Chicago.

10. Minutes of meeting:

This is mainly a record of what was done in a meeting, not what was said by the members. As the organization may have its own rules regarding the content of the minutes.

11. Agenda:

This is a series of reforms planned by people at a period of time. E.g. Conference on Environment and Development held in Rio de Janeiro, Brazil in 1992. It is an action agenda for the UN, other multilateral organisations, etc.