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Forms of writing 1. Letter :

Is a written message that can be hand written or printed on paper. It is usually sent to the recipient through mail or post in envelope, although this is not a requirement as such Any message that is transferred via post is a letter.

2. Resume:

Is a short document used to summarise a job seeker's experience and qualification for a prospective employer. It includes the job seeker's contact information, work experience education and relevant skill in support of a job application

3. Biography:

Also simply referred to as bio, is a detailed description of a person's life. It involves more than just the basic facts like education, work, relationships and death

4. Diary:

Is where you keep personal musings about your life, the people in it and the things you care about. Your diary is a safe place where u can be honest and candid about your thoughts, feelings and opinions. Diaries are for the eyes of thier owners and no one else

5. Review:

Is a survey of scholarly sources related to a specific topic or research question. It is often written as part of a thesis, dissertation or research paper, in order to situate your work in relation to existing knowledge

6. Report:

It involves creating an account or statement that describes in detail an event, situation or occurrence usually as the result of observation or inquiry. The two most common forms of writing are writing are news report writing and academic report writing

7. E mail:

Fully known as electronic mail is a message sent from one computer to another over the internet, using a set if webmail server address. This is information stored on a computer that is exchanged between user over telecommunications.

Last