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COLLEGE; Social and Management Science

DEPARTMENT; Accounting

COURSE TITLE; Communication in English

COURSE CODE; GST 122

ASSIGNMENT; every student should endeavor to read the note upload on the topic unfailingly this week and also carry out a research on the various forms identified in the note.

FORMS OF WRITING

Writing skill is one of the four skills in language learning. Writing is primary basis upon which one’s work, learning, and intellect will be judge. It is a system of written symbols, representing the sound, syllables or words of language, with different mechanism; capitalization spelling and punctuation, word forms. Writing is the physical manifestation of a spoken language. Written language, however, does not emerge until its invention in summer, Southern Mesopotamia, c. 3500-3500 BCE. The early writing was called cuneiform and consisted of making specific mark in wet clay with a reed implement.

1. LETTER; 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.

Rules of all letters

1. It is important that your handwriting be neat and clear.
2. The writer’s address is written in the top right-hand corner.
3. Leave a space between the address and date.
4. Spell out the mouth in full, e.g. 15th February 2006.
5. Begin the letter Dear …., on the left-hand side.
6. The first paragraph of the letter begins under the person’s name.
7. A formal letter usually ends with either.
8. Yours sincerely, or
9. Yours faithfully
10. Followed by your sing nature[note: ’Yours’, always begins with a capital letter
11. Always use plain unlined paper and the same color envelopes .
12. A large size writing pad is best for most letters.
13. Write your letter in blue or black.
14. Revise the rules for using capital letters.
15. Always use paragraphs when writing a letter
16. All of these rules are shown on the sample layout on the next page.

TYPES OF LETTER

* Informal or personal letter
* Formal Letters for;

-Business letter

-Job application letter

\* Semi formal letter

1. Informal letter: This is also known as 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.

2. Formal letter: This type of letter follows 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.

3. Semi-formal letter: This is usually sent to people you do not know very well, or to people/situations which require more sensitive approach. Typical examples are letters parents send to school principal, to teachers, to your landlord, boss etc. Thus, these letters are written in a more polite tone than informal letters.

**ELECTRONIC MAIL**

Electronic mail or email is a means of sending messages, text, and computer files between computers via the internet. Emails are delivered very fast when compared to traditional past. Internet connection must be provided before emails can be sent. It can be sent to one person or several people. The recipient needs access to the internet to receive email. No guarantee the mail will be read until the user logs on and checks their mails. Viruses and other crimes like Phishing can be accomplished through email.

**RESUME**

A resume is a formal document that serves to show a person’s career background and skills. It is also a bulleted overview of your work experience. In most cases, it’s created in order to help a candidate to land a new job.

**MEMOIR**

A memoir is a written factual account of somebody’s life. It is a collection of memories that an individual writes about moments or events, both public or private, that took place in the subject’s/person’s life. It comes from “memory”, or “reminiscence”. It helps to preserve history.

**REVIEW**

A review is an evaluation of a publication, service, or company such as movie, video game, book etc. it is a report in the media in which someone gives an opinion of something such as a new book or film.

**BIOGRAPHY**

It is a detailed description of a person’s life. It involves more than just the basic facts like education, work, relationships, and death. It presents a subject’s life story, highlighting various aspects of his or her life, including intimate details of experience, and may include an analysis of the subjects personality. It is mostly written by someone else.

**REPORT**

A report is a specific form of writing that is organized around concisely identifying and examining issues, events, or findings that have happened in a physical sense, such as events that have occurred within an organization, or findings from a research.

**AUTOBIOGRAPHY**

Autobiography is one type of biography, which tells a life story of a person, meaning it is a written record of the person. Rather than being written by someone else, an autobiography comes through the person’s own pen, in his own words. In an autobiography, the person attempts to capture important elements of his life.

**SCHOOL PROJECT**

School projects helps to stimulate learning amongst students. It boosts creativity, knowledge on a subject and future learning. It is required throughout one’s education.

**DIARY**

A diary is a record with discrete entries arranged by date reporting on what has happened over the course of a day or other period. It is also personal record of events, experiences, thoughts, and observations.

**MINUTES**

Minutes are the instant written record of a meeting or hearing. They typically describe the events of the meeting and may include a list of attendees, a statement of the issues considered by the participants, and related responses or decisions for the issues. It is a brief but a complete record of all discussions held among the members of the meeting.

**REFERENCE**

A reference is a piece of information provided in a footnote or bibliography of a written work such as book, article, essay, report, oration or any other text type, specifying the written work of another person used in the creation of that text. It also means someone or something that is a source of information about a subject.

**AGENDA**

An agenda is a list of meeting activities or things to be done. It is also a temporarily organized plan for matters to be attended to. It lists the items of activities to be taken up during a meeting or session. It may also be called a “calendar”.