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**Dentistry**

**19/mhs09/002**

**Gst 122**

1. **A *letter:* is a written message conveyed from one person to another through a medium. Letters can be informal or formal.Besides a means of communication and a store of information, letter writing haas played a role in the reproduction of writing as an art throughout history.**
2. ***Gmail:* Is a free email service developed by Google. Users can access Gmail on the web and using third-party programs that synchronize email content through pop or imap protocols. Gmail started as a limited data release on April 1, 2004 and ended its tasty phase On July 7, 2009.**
3. ***Memoir*: Is in historical account or biography written from personal knowledge or A collection of memories that’s an individual rights about moments or events, Both public or private that took place in the subjects or persons life.**
4. ***Biography:* is a literary genre that portrays the experiences of all these events occurring in the life of a person, mostly in a chronological order.Unlike resume or profile, a biography provides a life story of a subject highlighting different aspects of his or her life.**
5. ***Autobiography:* is an a account of a person’s life written by that person.**
6. ***Diary:* 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 judgement or criticism. It should be an extension of your mind:safe and free. A diary can be whatever you decide and should be a place where you can be honest.**
7. ***Review*: is a formal assessment of something with the intention of instituting change if necessary.**
8. ***Report:* is a document that presents information in an organized format for a specific audience and purpose. Although summaries of reports may be delivered orally, complete reports are almost always in the form of written documents.**
9. ***Minutes*  *of a meeting:* are the instant written records of a meeting or hearing.**
10. ***Agenda* : 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. It may, but is not required to include specific times for one or more activities.**
11. ***Reference:* is a relationship between objects in which one object designates or acts by a means by which to or connect to or link to another object. The first object in this relation is said to refer to the second object. It is called a name for the second object.**
12. ***School project*: is an independent cross platform media project. It explores what a healthy public education system looks like through the lens of public chicago schools. It focuses on issues including standardized testing, charter schools, privatizing and school closing.**