

Name: Grace Uche-Ewule

Matric no: 17/sms02/070 D.E

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Question:

Carry out a research on the various forms of writing

Various Forms of writing include:

Letter: this is the oldest form of writing. It can be defined as 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.

There are three major types of letters which include:

1. Formal Letter -which can also be called business or official letter- is addressed to someone in their official capacity.
2. Informal Letter: This is a type of letter written to relations, loved ones, classmates/colleagues and friends. It is the type of letter we write to those with whom we have personal relationship.
3. Semi-Formal Letter: This is a letter we write to those with whom we neither have a formal nor an informal relationship with. This type of letter is closer to the formal letter in language and tone than it is to the informal letter –even though it shares the characteristics of both letters.

Electronic Mail (email): Electronic mail (short form, E-mail, email or e-mail) is defined as the transmission of messages over communications networks. It is a system of electronic

communication which allows a user to compose and send message(s) which is/are transmitted electronically from one terminal to another. Since the advent of Information Communication Technology (ICT) and the rise in internet access, email has proved to be the most popular and convenient way of sending messages, documents, audio and video files; and in the process, almost pushing the act of letter writing and the postal services into extinction.

For an email to be sent and received, both the sender and the recipient must have email addresses through which the mail passes electronically. An example of email address is: buhari2019@yahoo.com.

Résumé

A résumé (from the French word “résumé” which means “summary”) is a typed document which summarises a person’s background information by supplying only the basic details of the owner’s education, skills and experience with the intent of giving the recipient a fair knowledge, on which an assessment of the owner can be done for employment. A résumé can be used for different reasons including to seek an appointment on a government or non-governmental board, but it is mostly used to seek a job.

Memoir

A memoir (from the French word, *mèmoire*) refers to a collection of personal memories of an individual’s life as recollected by that person. It is a collection of moments, experiences and events surrounding the private and public life of the writer. The assertions made in a memoir are expected by convention to be accurate and factual.

Biography

A biography is an account of a person's life written by another person, oftentimes with his/her permission and/or personal involvement. One of the earliest biographies is *Parallel Lives*, which was published around 80 A.D., and which covers the lives of prominent figures in the classical world. A biography is often a very detailed description of a person's life, bringing into focus such aspects as nativity, education, work experiences, family life, and death; when it is published posthumously. Biography, as an interesting genre related to history, covers divers' fields like literature, media and the movie industry where it is called a biopic.

Autobiography

This form of writing is a personal account of a person's life written by the same person. It tells the story of a person's life by aggregating the experiences of the writer for public consumption. It is a popular literary genre which has been explored by many notable writers to tell the stories of their lives, a period of history and on some other occasions, the story of a race. Camara Laye's *The African Child*; Wole Soyinka's *Ake: The Years of Childhood*; and Richard Wright's *Black Boy* are fitting examples of these narratives.

Diary

A diary details what happened during the day in a person's life – answering the Wh-questions of who s/he saw or met, what s/he did, where s/he went, etc. In its original format, the diary is handwritten usually in a collection of papers or a notebook dedicated for that purpose, with daily entries marked by dates. It usually contains the feelings, experiences and the emotions of the writer for personal sentimental reason and consumption, written without the intention of being published; although evidences have since emerged that some diaries were actually written with

publication in mind. In other words, some diaries or diary entries are written in discreet words or codes to make access difficult for any voyeuristic busy-body.

Review

A review, especially a book review, refers to a critical evaluation of a publication. When a review of a book is done, the reviewer is expected to point out its strengths and weaknesses for the benefit of the reading public, and may be the author as well. These reviews play an important role for writers of books.

Report

The word ‘report’ is from the French word *repertoire* which means ‘to carry back’. Since it is generally known that no one can build something on nothing, ‘to carry back’ indicates that an enquiry had been carried out of which report is the feedback. The question should also arise that “What does a report carry back?” What a report ‘carry back’ to the reader is information.

Characteristics of a Good Report

1. It should be clear in a way that does not make understanding difficult.
2. It should cater to the interest of the targeted reader(s).

Reasons for Bad Report Writing

1. Joint Authorship: Whenever two or more persons are involved in report writing, the likelihood of a bad report arising from their efforts is higher. A clash of personalities, styles or interests often leads to a bad report.
2. Over-editing: Some good reports become bad after they were subjected to editing of the excessive type. Over-editing could be at the initial report writing stage or after it reached

the table of a superior authority. For instance, in government circles, many good reports have fallen victims to over-editing when they become government white papers.

School Project: A project or long essay is usually undertaken by students of tertiary institutions as a part of requirements for obtaining their degrees or diplomas. It is a research carried out on a particular phenomenon in order to fill a gap or contribute to knowledge.

Arrangement of Project

Chapter One – General Introduction which should contain the significance of the study, scope of the study and statement of the problem among others.

Chapter Two – Review of Related Literature (Literature Review)

Chapter Three – Theoretical Framework and Methodology

Chapter Four – Analysis of Data

Chapter Five – Conclusion and Recommendations

Minutes of Meeting: Minutes of a meeting refer to the record of resolutions or decisions reached at the meeting of any association, society, organisation or group. The person whose duty it is to take down the minutes of a meeting is the secretary or a person so designated in the absence of the secretary. Before a meeting commences, there is always the agenda.

Agenda: An agenda is the chronological arrangement of details of the business to be discussed during the course of a meeting. Normally, the agenda is circulated to members of the association, society, group or organisation ahead of time as part of the notice of meeting. This is to afford members the opportunity of preparing for the meeting by forming opinion or consensus on the

issues for discussion. It is the duty of the chairman and the secretary to come up with the agenda according to the needs of their corporate body.