

**GNS 111: GENERAL STUDIES
(2 UNITS)**

COMMUNICATION IN ENGLISH

TPYES OF WRITING

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SUMMARY

A summary is a short version of a longer text. The size of a summary can vary depending on the type of writing, but most often, they are not longer than a page.

Summaries can be found at the end of a piece of literature, such as on the back cover of a book. They are used to give an overview of what happens in the writing and review the main themes. Summarizing, means giving a concise overview of a text's main points in your own words. A **summary** is a condensed version of an original text. Summaries are usually around a paragraph long, and may even be a few paragraphs long depending on the length of the work being condensed text.

Categories of Summary

Summaries can be categorized based on their purpose, length, and the approach used to shorten the original content.

Below are the main types of summaries:

- Narrative Summary
- Informative Summary
- Executive Summary
- Abstract
- Thematic Summary
- Critical Summary

Essay

- ☒ An essay is a focused piece of writing designed to inform or persuade. There are different types of essay, but they are often defined in four categories: argumentative, expository, narrative, and descriptive essays.
- ☒ Argumentative and expository essays are focused on conveying information and making clear points, while narrative and descriptive essays are about exercising creativity and writing in an interesting way. At university level, argumentative essays are the most common type.

LETTERS

A letter is a written message that can be handwritten or printed on paper. It is usually sent to the recipient via mail or posted in an envelope, although this is not a requirement as such. Any written message that is transferred via post is a 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. Any such message that is transferred via post is a letter, a written conversation between two parties.

Now that E-mails (Advantages and disadvantages) and texts and other such forms have become the norm for communication, the art of letter writing has taken a backseat. However, even today a lot of our communication, especially the formal kind, is done via letters. Whether it is a cover letter for a job, or the bank sending you a reminder or a college acceptance letter, letters are still an important mode of communication. Which is why it is important that we know the intricacies of letter writing.

LETTER

- **Formal Letter**: These letters follow 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.
- **Informal Letter**: These are 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.
- **Business Letter**: This letter is written among business correspondents, generally contains commercial information such as quotations, orders, complaints, claims, letters for collections etc. Such letters are always strictly formal and follow a structure and pattern of formalities.

Types of Letters

Official Letter. This type of letter is written to inform offices, branches, subordinates, persons of official information. It usually relays official information like rules, regulations, procedures, events, or any other such information. Official letters are formal in nature and follow certain structure and decorum.

- ***Social Letter.*** This is a type of a personal letter written on the occasion of a special event. Congratulatory letter, condolence letter, appreciation letter, invitation letter among others are examples of social letters.
- ***Circular Letter.*** A letter that announces information to a large number of people is a circular letter. The same letter is circulated to a large group of people to correspond some important information like a change of address, change in management, the retirement of a partner etc.
- ***Employment Letters:*** Any letters with respect to the employment process, like joining letter, promotion letter, application letter etc.

Letter Writing Tips

Now that we have learned the basics of communicating via letters and the types of letters as well, let us focus on some tips for the actual letter writing.

- ⊗ Identify the type of letter: This obviously is the first step of the letter writing process. You must be able to identify the type of letter you are to write. This will be shown by the person the letter is addressed to and the information that will be conveyed through the letter. Suppose you were writing to the principal of your college to ask for leave, this would be a formal letter ([Types of formal letters with samples](#)). But say you were writing to your old college professor catching up after a long time. Then this would be a personal ([informal](#)) letter.
- ⊗ Make sure you open and close the letter correctly
- ⊗ Opening a letter in the correct manner is of utmost importance. Formal letters open with a particular structure and greeting that is formal in nature. Informal letters can be addressed to the person's name or any informal greeting as the writer wishes.

Tips Cond't

Establish the main intent of the letter

Once you start writing, make sure to get to the point as soon as possible. Especially in formal letters, it is important to immediately make clear the purpose of the letter.

- ⊗ Be careful of the language: A letter is always supposed to be polite and considerate. Even if it is a complaint letter, the point must be made in a careful and courteous manner. So it is necessary to use polite expressions and civil language in all types of letters.
- ⊗ Length of the letter: It should be kept in mind that formal letters are generally to the point, precise and short. Lengthy formal letters tend not to have the desired effect on the reader. The length of an informal letter is determined by the message in it.

Curriculum Vitae

- Curriculum vitae is the Latin term for “course of life,” and it's meant to include all your experience so far, including all levels of education, publications, projects, and more. A CV – or Curriculum Vitae – is an itemized list of a person's entire education, publications, accomplishments, notable projects, awards, honors, achievements, and professional experiences.
- A curriculum vitae, often abbreviated as CV, is a document that job applicants use to showcase their academic and professional accomplishments. It is used to apply for positions within areas where a person's specific knowledge or expertise is required.

Report

A report is any account, spoken or written, of matters concerning a particular topic. This could be anything from a courtroom testimony to a school's book report. When people talk about report, they are referring to official documents outlining the facts of a topic, typically written by an expert on the subject or someone assigned to investigate it. Report often feature some of the below listed:

- ☒ Details of an event or situation
- ☒ The consequences or ongoing effects of an event or situation
- ☒ Evaluation of statistical data or analysis
- ☒ Interpretations from the information in the report
- ☒ Predictions or recommendations based on the information in the report
- ☒ How the information relates to other events or reports

- Reports are closely related to essay writing, although there are some clear distinctions between them. While both rely on facts, essays add the personal opinions and arguments of the authors. Reports typically stick to the facts, although, they may include some of the author's interpretation of these facts, most likely in the conclusion.
- Reports are also highly organized, commonly with tables of contents and copious headings and subheadings. This makes it easier for readers to scan reports for the information they seek. Conversely, essays are meant to be read from start to finish, not browsed for specific insights.

Types of Report

- ☒ Academic Report: Tests a students' comprehension of the subject matter, such as book reports, examination reports, reports on historical events, and biographies.
- ☒ Business Report: Identifies information useful in business strategy, such as marketing reports, internal memos among others.
- ☒ Scientific report: These are research findings, such as research papers and case studies, typically in science journals.
- ☒ Note: Reports are often structured into three parts – Introduction, body and conclusion.

Note Making

Note-making is the process of creating simple notes and rewriting them in your own words. It allows you to rephrase someone else's idea into notes that fits your needs.

- It requires critical thinking about what you hear or read. It involves highlighting the key points from a lot of information. Your highlight are important because they'll assist you to create your note later.
- Active listening and engagement are key: The act of making notes has been scientifically proven to aid in making things stick to your memory. The tendency is high that you'll remember things more accurately when you make note from information at your disposal.

Tips on Note Making

- Language: With note-making, you rephrase the original idea in your own words. That is, note-making is all about using your own words.
- Speed: In note-making, you're expected to write from your understanding. It usually takes more time to write something on your own than to write someone else's word. Note-making is all about your creativity.
- Nature: Note-making requires more active engagement, it is better suited for reading, studying.

Mechanics of Writing

The "mechanics of writing" refers to the rules and technicalities that assist with readability, clarity and flow. They are the small parts of your writing that stick everything together to ensure that everything makes sense and that emphasis is placed where you want it to be.

These rules are the foundational elements that ensure clarity, accuracy, and readability, helping readers understand the writer's intended meaning without confusion. Mechanics work like a system of "road signs" used to guide the reader through the text.

Key Components of Writing Mechanics

Spelling: The correct formation of words

Punctuation: The use of marks like commas, periods, and colons to separate or link parts of a text and clarify meaning.

Capitalization: The use of uppercase letters to begin sentences and for proper nouns.

Why Mechanics are Important

Sentence Structure: The correct construction of sentences, including avoiding fragments and run-ons.

Usage: the correct use of words, such as distinguishing between “there” and “their” or “affect” and “effect”.

- ☒ **Clarity:** Proper mechanics make sentences easy to understand and prevent confusion.
- ☒ **Credibility:** Correct mechanics demonstrate attention to detail and make the writing appear more professional.
- ☒ **Effective communication:** Errors can distract the reader and detract from the content, weakening the overall message.