

# TYPES OF WRITING

*Akadeemilise kirjutamise keel ja stiil*

Slaidiesitlus loodud Triin Lingiene poolt 2019. a

# Personal writing

- Diaries
- Journals
- Shopping lists
- Reminders for oneself
- Packing lists
- Addresses
- Recipes

# Public writing

- Letters of
  - ✓ enquiry
  - ✓ complaint
  - ✓ request
- Form filling
- Applications (for memberships)

# Creative writing

- Poems
- Stories
- Rhymes
- Drama
- Songs
- Autobiography

# Social writing

- Letters
- Invitations
- Notes
  - ✓ of condolence
  - ✓ of thanks
  - ✓ of congratulations
- Cablegrams
- Telephone messages
- Instructions
  - ✓ to friends
  - ✓ to family

# Study writing

- Making notes while reading
- Taking notes from lectures
- Making a card index
- Summaries
- Synopses
- Reviews
- Reports of
  - ✓ experiments
  - ✓ workshops
  - ✓ visits
- Essays
- Bibliographies

# Institutional writing

- Agendas
- Minutes
- Memoranda
- Reports
- Reviews
- Contracts
- Business letters
- Public notes
- advertisements
- Posters
- Instructions
- Speeches
- Applications
- Curriculum vitae
- Specifications
- Note-making
- (doctors and other professionals)