








Chesapeake College  
Academic Support Center




**A SURVEY OF WRITING FORMS**

**Personal Writing**

**Characteristics**






-  primary purpose is to explore private concerns
-  audience is primarily the writer
-  foundation for all writing
-  free flowing
-  exploratory
-  builds writing fluency
-  facilitates thinking

**Forms**



- |   |               |             |
|---|---------------|-------------|
|  journals      | logs          | diaries     |
|  free writing  | clustering    | listing     |
|  brainstorming | reminiscences | brain drain |

**Functional Writing**

**Characteristics**








-  primary purpose is to standardize communication
-  audience is others
-  highly structured
-  follows prescribed forms
-  business and social writing

**Forms**





- |  |                        |         |
|--|------------------------|---------|
|  business letters and memos | letters of application | resumes |
|  contracts                  | invitations            |         |

**Creative Writing**

**Characteristics**








-  primary purpose is to satisfy need to invent and create
-  audience is the writer and others
-  expression of private feelings, beliefs
-  delights and inspires
-  leads to reflection
-  experimental
-  specific attention to language

**Forms**




- |   |           |          |
|---|-----------|----------|
|  poems   | myths     | plays    |
|  stories | anecdotes | sketches |
|  essays  | letters   | songs    |
|  jokes   | paraodies |          |

## Expository Writing

### Characteristics







-  primary purpose is to explore and present information
-  audience is the writer and others
-  academic and business writing
-  straightforward
-  factual
-  follows patterns of organization
-  informs, describes, explains

### Forms





- |   |              |              |
|---|--------------|--------------|
|  reports         | reviews      | letters      |
|  research papers | essays       | news stories |
|  interviews      | instructions | manuals      |

## Persuasive Writing

### Characteristics

-  primary purpose is to influence and change opinion
-  audience is others
-  intellectual and/or emotional appeal
-  academic, business, and political writing
-  may follow definite patterns of organization
-  real or imagined

### Forms

- |   |           |                |
|---|-----------|----------------|
|  editorials       | letters   | cartoons       |
|  research papers | essays    | advertisements |
|  slogans         | pamphlets | petitions      |
|  commercials     |           |                |