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**MBA-4<sup>th</sup> semester**

## **Documents**

A document is a written, drawn, presented, or memorialized representation of thought, often the manifestation of non-fictional, as well as fictional, content. The word originates from the Latin *documentum*, which denotes a "teaching" or "lesson": the verb *doceō* denotes "to teach". In the past, the word was usually used to denote a written proof useful as evidence of a truth or fact. In the computer age, "document" usually denotes a primarily textual computer file, including its structure and format, e.g. fonts, colors, and images. Contemporarily, "document" is not defined by its transmission medium, e.g., paper, given the existence of electronic documents. "Documentation" is distinct because it has more denotations than "document". Documents are also distinguished from "realia", which are three-dimensional objects that would otherwise satisfy the definition of "document" because they memorialize or represent thought; documents are considered more as 2 dimensional representations. While documents are able to have large varieties of customization, all documents are able to be shared freely, and have the right to do so, creativity can be represented by documents, also. History, events, examples, opinion, etc. all can be expressed in documents.

## Kinds

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Documents are sometimes classified as secret, private, or public. They may also be described as drafts or proofs. When a document is copied, the source is denominated the "original".

Standards are accepted for specific applications in various fields, e.g.:

- Academia: manuscript, thesis, paper, and journal
- Business: invoice, quote, RFP, proposal, contract, packing slip, manifest, report (detailed and summary), spread sheet, MSDS, waybill, bill of lading (BOL), financial statement, nondisclosure agreement (NDA), mutual nondisclosure agreement (MNDA), and user guide
- Government, law, and politics: application, brief, certificate, commission, constitutional document, form, gazette, identity document, license, manifesto, summons, and white paper
- Media: mock-up and script

Such standard documents can be drafted based on a template.