

# ***Account Writing***

Accounts must direct the reader in the right order as what and how things had exactly happened. Unlike other reports, the first paragraph must necessarily answer the questions of 'What', 'Where' and 'When' followed by the explanation about the incident.

NOTE: The candidate should not jumble the **sequence of the event**, they should be presented in the right order.

**The tone of an account** totally depends on to whom the account is written. If the question clearly states that the account should be written to a headmaster or an inspector/a police personnel, then it is pretty obvious that the tone should be formal, polite and respectful.

An account can have personal feelings. The candidate may, therefore, choose **emotive language and sensational words and phrases** as far as those assist in providing relevant information to the recipient. (**Remember!** Here the purpose is to inform not to entertain)

The candidate is free to give his opinion about the event. He may provide suggestions to certain matters even if he/she isn't asked to.

**The sentences** can be varied in style and structure conforming to the details and information being provided.

## **The format of an account writing:**

**To: Designation/ recipient (The principal or the police)**

**Introductory paragraph + 1<sup>st</sup> content point**

**Paragraph 2 --- (2<sup>nd</sup> content point)**

**Paragraph 3 ----(3<sup>rd</sup> Content point)**

**Concluding paragraph.**

**Signature:**

**From: Your full name. (Designation)**

**Date: 16th November,2020.**

**Word count: \_\_\_\_\_**