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Communication and administrative writing
Courses for master's degree in management
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The Account

The account is an administrative document that records in detail what was said or done on a specific occasion, such as an event, meeting, or discussion. The account may describe a particular incident, present a realistic situation, or convey a discussion that took place during a meeting.

The administrative purpose of the account is to inform and to update the administration on matters related to it. The purpose may also be to leave a written record of what was said or done on a particular occasion, which may be used later. For example, an account could be written about a discussion that took place during a lecture, a work session, a management office meeting, a general assembly, a public or private event, etc.

A account does not require a specific format in terms of composition, but it should be accurate in its content. If the account involves narrating an incident or presenting important results, it is essential to include details such as the date, time, circumstances, names, titles, and information about the individuals mentioned in the account.

Concerning accounts about meetings, the following should be ensured:

1. Provide a title for the account: This title clarifies the content of the account. For example: " account of the Student Club Meeting Regarding the Ph.D. Competition."
2. Immediately after the title, include an introductory sentence mentioning the date, time, and location of the meeting, as well as the name and position of the session's chairperson. Also, specify the subject of the meeting and the names and titles of the attendees. For example: "On December 17, 2023, the Student Club's office met in the main club hall at 10 AM, supervised by the Student Coordinator, Mr. _____. The meeting aimed to discuss matters related to the Ph.D. competition for the academic year 2023/2024. The attendees included the confirmed office members listed in the session account and the Deputy Dean of the Faculty of Economics responsible for research. The following issues were discussed: ..."

Usually, the account is accompanied by an attendance sheet where attendees sign their names and titles. Immediately after listing the attendees, the number of signatories is adjusted and compared with the legal quorum if required by law. Regarding the account format, emphasis should be placed on brevity, avoiding

repetition alongside clarity and avoiding ambiguity in expression. When mentioning interventions in the account, only significant interventions related to the meeting agenda should be noted. Side discussions and interventions outside the meeting's topic should be ignored and not mentioned in the account.

On the other hand, if the account contains a stance or voting on a decision, it is essential to mention the percentage of votes. If the decision is unanimous or passed by general approval, this should be noted. Finally, the account should always conclude with the following note:

"After discussion and presenting the account to those present, voting by the majority, the chairperson adjourned the session at time and date."