

How to write a factual recount

A **factual recount** is a type of writing where you retell what someone else did by telling only the facts.

In a *personal recount* you use personal pronouns such as *I* and *me* because you are retelling something that happened to you. This is called *writing in the first person*.

Example: I ran back home to fetch my shoes.

In a *factual recount* you *write in the third person* and you use personal pronouns such as *he, she, her, him, his, it* and *they*.

Example: Seeta ran back home to fetch her shoes.

In a factual recount you retell things in the order that they happened but you don't include any feelings or extra information. You just give the facts.

Read the factual recount below and the notes that give you more information about this kind of writing.

Include a title.

How Nthabi made a cake

Use the third person.

Nthabi baked a chocolate cake. She followed a recipe from a magazine. First she got all the ingredients. She put flour, eggs, cocoa powder, sugar, margarine and milk on the kitchen table.

Use words such as *then* and *next* to show the order in which things happened.

Then Nthabi fetched the equipment she would need. She placed a mixing bowl, a sieve, a mixing spoon, a measuring jug and cake tins next to the ingredients. Next, Nthabi turned on the oven to 180 degrees. She checked that she had the oven on bake.

Give factual details.

Nthabi measured 150 grams of flour into the bowl. She cut 80 grams of butter into small pieces and added them to the flour. She poured 220 grams of sugar and 50 grams of cocoa powder into the flour and butter. Next, Nthabi mixed all these ingredients together. After that, she added 125 ml of milk and two eggs to the mixture and stirred until it was smooth.

Once the cake batter was ready, Nthabi took some margarine and wiped the inside of the cake tin with it so that the cake wouldn't stick to the sides of the tin. When the oven was hot, Nthabi poured the mixture into the cake tin and put the tin in the oven.

After 40 minutes, Nthabi took her cake out of the oven.

Write a factual recount

Use the sentences on this page to write a factual recount of what Piet did when he made a sandwich. Give your recount a title.

Piet closed the sandwich and cut it in half.

Piet made a very good sandwich.

On top of the mustard he put two slices of ham,
followed by cheese and lettuce.

The last thing Piet put on his sandwich were the slices of tomato.

First he fetched all the ingredients from the fridge.

Then he washed and cut the tomato.

Piet smeared mustard on top of the margarine.

Piet put bread, margarine, mustard, lettuce, cheese, tomato and ham on the kitchen table.

After he put all the ingredients on the table Piet fetched a sharp knife. He also fetched a flat knife to butter the bread and fetched a plate.

Next he put the bread on the plate and buttered one side of both slices.

[illegible]