



Hi, I am EeeBee



Message Writing

Learning Outcomes

- Students will understand the format and purpose of message writing.
- They will identify the tone and language suitable for messages.
- They will write clear and concise messages based on given contexts.

What is Message?

A **message** is a short piece of information that you give to a person when you cannot speak to him directly.

Format for Message Writing

HEADING – Message writing begins by writing the word “**Message**” in bold and capitals. It is written in the middle of the line.

DATE – The date is written on the left hand side of the page. It is written in expanded form.

TIME – Time can be written both on the left and right side of the message. However, it is preferable for you to mention it on the right side in order to show a wise usage of space.

SALUTATIONS – Before writing the main content (body) of the message, it is important to address the reader. It helps in avoiding ambiguity and appears to be polite.

BODY – It is the main content of the message wherein you provide all the information that needs to be conveyed to the person you are unable to contact.

Enclose the message within a box.

MESSAGE

15th July 20__

10:10 AM

Mr/Mrs. ABC

BODY

XYZ

You are Vishal. Today you had the following conversation with Megha, a friend of your elder sister.

Megha : Hello! Is it 95663230XX.

Vishal : Yes. I'm Vishal speaking. What can I do for you?

Megha : Well, Vishal I'm Megha, your sister's friend.

Vishal : Oh, I see. Well my sister is not here now. How may I help you?

Megha : Could you please convey to her that she should bring my science note book to school tomorrow as I will need it in class.

Vishal : That's fine. I'll do that.

As you are leaving for your school, write a message for your sister in about 50 words. Put your message in a box.



MESSAGE

15 July, 20__

10:10 am

Dear sister

Megha Didi called in your absence. She wants you to bring her science note book to school tomorrow. She said that it is urgent as she will need it.

A. Read the following conversation carefully.

Sara : Hello! is it 99382568XX?

Kavya : Yes, please. Who's is there?

Sara : I'm Sara, a friend of Divya. Where is she?

Kavya : Oh! Sorry, Actually she has forgotten her mobile here. She has gone to the market. Can I help you, please?

Sara : Oh, sure. In fact, I wanted to convey to her that today's coaching classes/will be suspended because the teacher is not well. Instead it will be held on Sunday. So she needs to be informed of this. Could you please pass this message to her?

Kavya : OK! Sure. Thank you.

Sara : Thank you too.

As Sara is going to her music classes she needs to reproduce the message for Divya. Write the message on her behalf with every detail.

B. Renu had the following conversation with Rohit, a friend of his elder brother.



Skills/Level
WRITING/B2



Rohit : May I speak to Raman, please? I am Rohit, his friend.

Rekha : Raman is not at home. I am Rekha his sister. Can I do help you?

Rohit : I have to inform about something him.

Rekha : Please tell me. I will inform him.

Rohit : Yesterday, we had decided to meet at 4 p.m. in Society's Park. Can you please remind him of our meeting?.

Rekha : Sure, I will inform him when he comes back home.

As Rekha had to leave for her tuition classes, write the message on her behalf.

F. Nidhi and Mr Gupta have a telephonic conversation, in which the latter wishes to convey a message for Nidhi's father. Write a message for Nidhi to her father.

Mr Gupta : Hello. Is it 90964690XX?

Nidhi : Yes it is. May I know who is calling?

Mr Gupta : This is Varun Gupta. Could I please talk to Mr Verma?

Nidhi : I'm sorry he is not at home. He will be back tomorrow.

Mr Gupta : Could you please convey to him that his colleague Mrs Sarita who was supposed to be coming to Kolkata to meet him next Friday will not be able to make it because she is on medical leave.

Nidhi : Thank you for the message, Mr Gupta. I'll convey it to him.

