

## 17

# Ring Ring! It's Message Time! (Message Writing)



**Hello, Brilliant Communicators!** It's me EeeBee!

Today, we are going to learn how to write short, clear messages when someone is not around. Whether it's a phone call, a guest, or an urgent note you'll know exactly what to do!

## LEARNING OUTCOMES



- What Message Writing is
- Sample Messages
- How to include key details: Time, Place, Purpose
- Practice and Speaking Tasks

## What is a Message?

A Message is a short piece of writing used to give information to someone when you cannot talk to them directly. It's like a little note that passes on important information.

### Example Situations:

- Someone called and you picked up the phone
- A visitor left a message for a classmate
- You want to inform someone about a change in plan

## Format of a Message

Part	What It Contains	Example
Date	When the message is written	16 July 2025
Time	When the call/message was received	3:15 p.m.
Salutation	Greeting the receiver	Dear Ria,
Body	The actual message with key info	Your mother called. She will pick you up at 5:30 instead of 4:00 p.m. a.m. in the Auditorium.
Writer's Name	The person writing the message	Ananya

## Important Points:

- Use Indirect Speech (NO quotation marks!)
- Keep your tone Polite and Respectful
- Use short, clear sentences
- Don't forget to mention who left the message

### Sample Message 1 – Phone Call

**Situation:** You received a call from your friend's father while she was in class.

#### MESSAGE

16 July 2025

Time: 11:30 a.m.

Dear Nitya,

Your father called while you were in class. He said he'll be picking you up from school today at 1:30 p.m. instead of your usual time. He asked you to wait at the main gate.

Anusha

### Sample Message 2 – A Guest at Home

**Situation:** Your aunt visited, but your mother was out. You wrote a message for her.

#### MESSAGE

20 July 2025

Time: 4:15 p.m.

Dear Mother,

Aunt Shalini visited today while you were out. She came to invite us to Rishi's birthday party on 22nd July at 6:00 p.m. at her home. She also brought some sweets for us.

Love,

Riya

## Let's break It down – What to Include?

Key Element	Example
Who called or visited?	Your aunt / Your friend's father
When?	Date & Time
Why?	Invitation, change in plan, reminder
What to do next?	Reach somewhere, call back, wait, attend

### PRACTICE ACTIVITIES – LET'S TRY TOGETHER



Skills/Level  
READING & WRITING/A1



#### A Fill in the Blanks

1. Date: \_\_\_\_\_
2. Time: \_\_\_\_\_
3. Dear \_\_\_\_\_,
4. Message: \_\_\_\_\_
5. From: \_\_\_\_\_

#### B Complete the Message

**Situation:** Your classmate Rohan received a call from his sister. She asked him to bring her English notebook from his locker after class.

Write a message for Rohan.

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#### C Identify the Errors. Find and correct errors in format, indirect speech, or missing info.

##### MESSAGE

Dear Rahul,

"Your uncle called and said that you should bring your passport".

Aman

## COMMUNICATION SKILLS - LET'S TALK AND SHARE

### A. SPEAKING ACTIVITY:



**Skills/Level**  
SPEAKING & LISTENING/A1



Pick a prompt card (e.g., "Friend's mom called", "Neighbour dropped in") and **say the message out loud** using correct tone and information.

### B. LISTENING ACTIVITY:

Teacher reads 3 short messages. Students must note:

- Who the message is for
- What the message is about
- Action needed

## ASSESSMENT & REVIEW - HOW WELL DID I LEARN?



Feature	Rule
Format	Date, Time, Salutation, Body, Name
Tone	Polite and short
Language	Indirect speech, no quotes
Purpose	To pass along key info briefly

### SELF-ASSESSMENT CHECKLIST

How well did you learn? Colour the face that shows how you feel.



I can do it well !



I need a little help



I need more practice

A. Write a short, clear message using the right format



B. Include Time, Date, and who the message is for



C. Use Polite Tone and Indirect Speech



D. Understand when and why messages are used



## EEEBEE INTERACTIVE ACTIVITIES



Listening



Speaking



Reading



Writing



Grammar



Vocabulary

WRITE YOUR SCORE

Practice your LSRW Skills



on Communication Lab



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