

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
- How to include key details: Time, Place, Practice and Speaking Tasks **Purpose**
- Sample Messages

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/AI 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.

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:



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! LEARN?

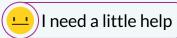


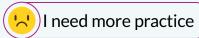
| Feature | Rule | | |
|----------|------------------------------------|--|--|
| Format | Date, Time, Salutation, Body, Name | | |
| Tone | Polite and short | | |
| Language | Indirect speech, no quotes | | |
| Purpose | To pass along key info briefly | | |

SELF-ASSESSMENT CHECKLIST

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

| I can do it well! | |
|-------------------|--|
| | |





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

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

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C. Use Polite Tone and Indirect Speech



D. Understand when and why messages are used



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EEEBEE INTERACTIVE ACTIVITIES



Listening













WRITE YOUR SCORE



