



Hi, I am EeeBee



# Message Writing

## Message

**A Message** is a short piece of information that is written for someone to whom you are unable to speak for some reason. Sometimes, a message is passed on through a telephone. However, if the person for whom the message is meant, is not available, then someone else receives the message and conveys it to the concerned person by writing it.

### Points to be Remembered while Writing a Message

1. A message should be enclosed in a box.
2. It should be written in the proper format as shown below.
3. Word limit should be fifty words.
4. Message can be written as an informal or a formal note.

### Format of message writing

Date

Time

Salutation

Content

Writer's Name

Rani called Mrs Sharma, a furniture shop owner. Since she was not available, her assistant, Nidhi answered. The following is a conversation between Rani and Nidhi. As Nidhi was going out immediately afterwards, she left a message for Mrs Sharma. Read the conversation and write a message. Put your message in a box.

**Rani:** Hello, is that Grand Furniture?

**Nidhi:** Yes.

**Rani:** Could I speak to Mrs Sharma?

**Nidhi:** I am afraid she's not here at the moment.

**Rani:** When will she be back?

**Nidhi:** Not before six in the evening. Can I take a message for her?

**Rani:** Yes. Could you tell her that she has to deliver the furniture ordered by me, for my new house only on the 15th August and not on 10th June. Please ask her to keep it ready by 8:00 am on the 15th of August. I will be sending a pick up van and so she does not have to arrange for the delivery of the goods.

**Nidhi:** Ok, I will inform her.

**Rani:** Thank you.

### MESSAGE

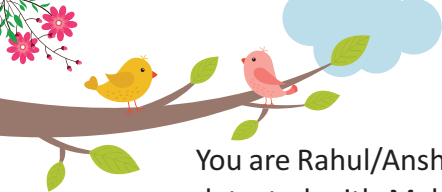
05th June, 20XX

4:00 pm

Mrs Sharma

Rani telephoned to inform you that the furniture ordered by her for her new house should be delivered on 15th August and not on 10th June. She wants the furniture to be ready by 8:00 am on the 15th August. She will be sending a van to pick up the furniture.

Nidhi



You are Rahul/Ansh. You stay in a hostel and share a room with Rohan/ Aman, your classmate. You have been detected with Malaria fever and some other complications. For this reason you have to be admitted in a hospital immediately. Draft a message telling your roommate why and where you are going and that you will be back in 7 days. Also request him/her to submit your Maths notebook for checking.

#### MESSAGE

16th September, 20XX

3:00 pm

Rohan/Aman

I am going to the hospital as I have been detected with Malaria fever and some other complications. I will be admitted in the hospital for 7 days. Please submit my Maths notebook for checking.

Rahul/Ansh

You are Manish. You have arrived at the New Delhi Railway Station to board the Rajdhani Express bound for Mumbai. You hear the following announcement. Write a message, to be sent to your father through your driver. Put the message in a box.

This is for the attention of all the passengers who have to board the Rajdhani Express bound for Mumbai scheduled to arrive at 6:00 pm. The Rajdhani Express has derailed 20 kms from Surat. Please note that Sampark Kranti Express that leaves the New Delhi Railway Station at 5:00 pm, will carry all the passengers to their destination. The affected passengers are requested not to buy new tickets.

The ticket for the Rajdhani Express will be valid in the Sampark Kranti. We wish you a safe journey.

#### MESSAGE

10th January, 20XX

4:50 pm

Daddy

The Rajdhani Express bound for Mumbai had derailed 20 kms from Surat. So, I will board the Sampark Kranti leaving the New Delhi Railway Station at 5:00 pm for Mumbai. New tickets are not required as the tickets for the Rajdhani Express will be valid in the Sampark Kranti.

Manish

**Now based on the following conversation, write a message. Put your message in a box.**

**1. You are Sujay. Today you had the following conversation with Mohit, a friend of your elder brother.**

**Sujay :** Hello! Is it 991234509?

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

**Sujay :** Well, Mohit! I'm Sujay, you know your brother's friend.

**Mohit :** Oh, I see. Well, brother is not here now. So how can I help you?

**Sujay :** Could you please convey to him that he should bring my practical book to school tomorrow as I need it in class for a class assignment.

**Mohit :** That's fine. I'll do that.

**2. Read the following conversation carefully.**

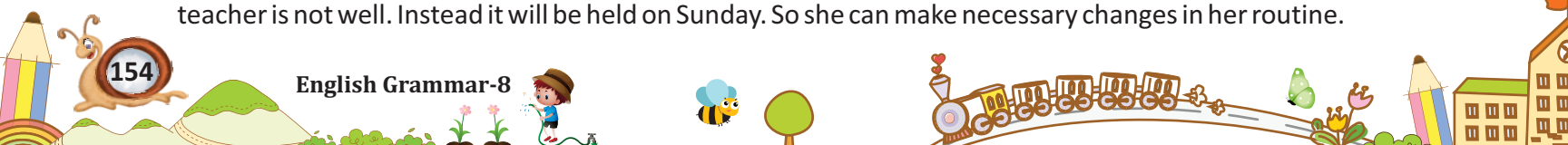
**Divya :** Hello ! is it 9035022565?

**Priyanka :** Yes, please. Who's it there?

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

**Priyanka :** Oh! Sorry. Actually she has forgotten her mobile here. She has gone to a nearby shop to buy something. How can I help you, please ?

**Divya :** Oh, sure. In fact, I wanted to convey to her that today's music classes will be suspended because the teacher is not well. Instead it will be held on Sunday. So she can make necessary changes in her routine.





Could you please pass this message to her?

**Priyanka** : Oh! Sure. Thank you.

**Divya** : Thank you too.

**As Priyanka is going to her dance classes she needs to reproduce the message for Megha. Write the message on her behalf with every detail.**

**3. Read the following conversation carefully.**

**Rohit** : Hello! Is it 23967509?

**Manish** : Yes, please. May I know who this is, please?

**Rohit** : May I talk to Vikas, please? I am his friend.

**Manish** : Oh! Sorry. In fact Vikas isn't at home. He will be back in an hour. By the way, I am his brother. Can I do anything for you?

**Rohit** : Oh. Sure. In fact I have a message for Vikas. Could you please tell him?

**Manish** : Sure, with pleasure. Tell me, please.

**Rohit** : Today we have planned to go to a movie at PVR, Payal in the evening.

We have booked our tickets in advance. So please ask Vikas to join us at 5pm at PVR.

**Manish** : OK, I'll inform him as soon as he comes back.

**As Manish had to leave for his coaching classes, he left this message for Vikas. Write the message on his behalf in not more than 50 words. Put the message in a box.**

ifEduBun

