



INDIAN SCHOOL DARSAIT DEPARTMENT OF ENGLISH



Subject : ENGLISH Topic : Message Writing Date of Worksheet : _____

Resource Person: MRS. BINDU MOHANAN Date : _____

Name of the Student : _____ Class & Division : _____ Roll Number : ____

MESSAGE WRITING

A message is an informal means of communication. The receiver of the message has to sift through the given message and pick out the most vital bits of information. Then, he/she should be able to reproduce that information in order to convey it to the person for whom it is intended.

Format:

- Date
- Time
- Name of person to whom the message is directed
- Body of the message
- Name of the writer

Points to remember:

While writing the body of the message, the following points have to be kept in mind:

- Only the most important details should be written.
- No new information should be added.
- Grammatically correct sentences should be used.
- Indirect or reported speech should be used.
- The message should be presented within a box.
- The word limit for a message is 50 words (only the words in the body of the notice are counted).

Sample messages:

1. You receive a telephone call from your mother's office when she is not at home. You have the following conversation with the speaker. But you have to go for your tuition class. So you leave a message for your mother.

Write the message within 40 words using the information given below. Do not add any new information.

Ambuj: Hello!

Mr Rastogi: Hello! May I speak with Ms Dixit please? I am Naresh Rastogi from the office.

Ambuj: Mom's not at home right now.

Mr Rastogi: In that case can you give her a message? It is urgent. Please tell her that the meeting fixed for tomorrow has been rescheduled. Ask her to check her mail as soon as possible for the details. Please don't forget to inform her.

Ambuj: Don't worry. I will tell her as soon as she returns.

14 February

Message

3:30 pm

Mom

Mr Rastogi from the office called up to say that the meeting fixed for tomorrow has been rescheduled. He wants you to check your mail as soon as possible for the details. He said it was urgent.

Ambuj

2. Mrs Dayal wants to speak to her son, Rishi. As Rishi is not in his seat in office, you take the call and speak with her. She wants to inform Rishi that she will be coming to Delhi the next evening and that he should pick her up from the airport. You want to know by which flight she will be arriving. She replies that she would be coming by Jet Airways flight no. DN78. She thanks you and asks you your name. You tell her that your name is Ayan and assure her that you will convey her message to Rishi. But you yourself have a meeting to attend. So you leave a note for Rishi. **Write this message in not more than 30 words.**

15 June

Message

3:30pm

Rishi

Your mother called up to say that she's arriving by Jet Airways flight no. DN78 tomorrow evening. She wants you to receive her at the airport.

Ayan

Exercise

1. Read the following conversation between Rakesh and Mrs Sarkar.

Rakesh: Hello, may I speak with Dr Sarkar?

Mrs Sarkar: He has gone to the hospital to attend the OPD. May I know who is speaking?

Rakesh: Yes. I am Rakesh Sood. My wife has been having a severe headache since yesterday. Since this morning she has also developed a high temperature. I would be very grateful if the doctor could come over to our place to examine her.

Mrs Sarkar: Of course. Please let me note down your address.

Rakesh: It is B-49, New Colony.

Mrs Sarkar: I will give him your message as soon as he returns.

Rakesh: Thank you. Mrs Sarkar had to leave for the school where she teaches. So she wrote a message for her husband.

Write the message in not more than 40 words.