

MESSAGE WRITING

A message is a short piece of information that is written for someone to whom you are unable to speak for some reason.

Points to be Remembered while Writing a Message:

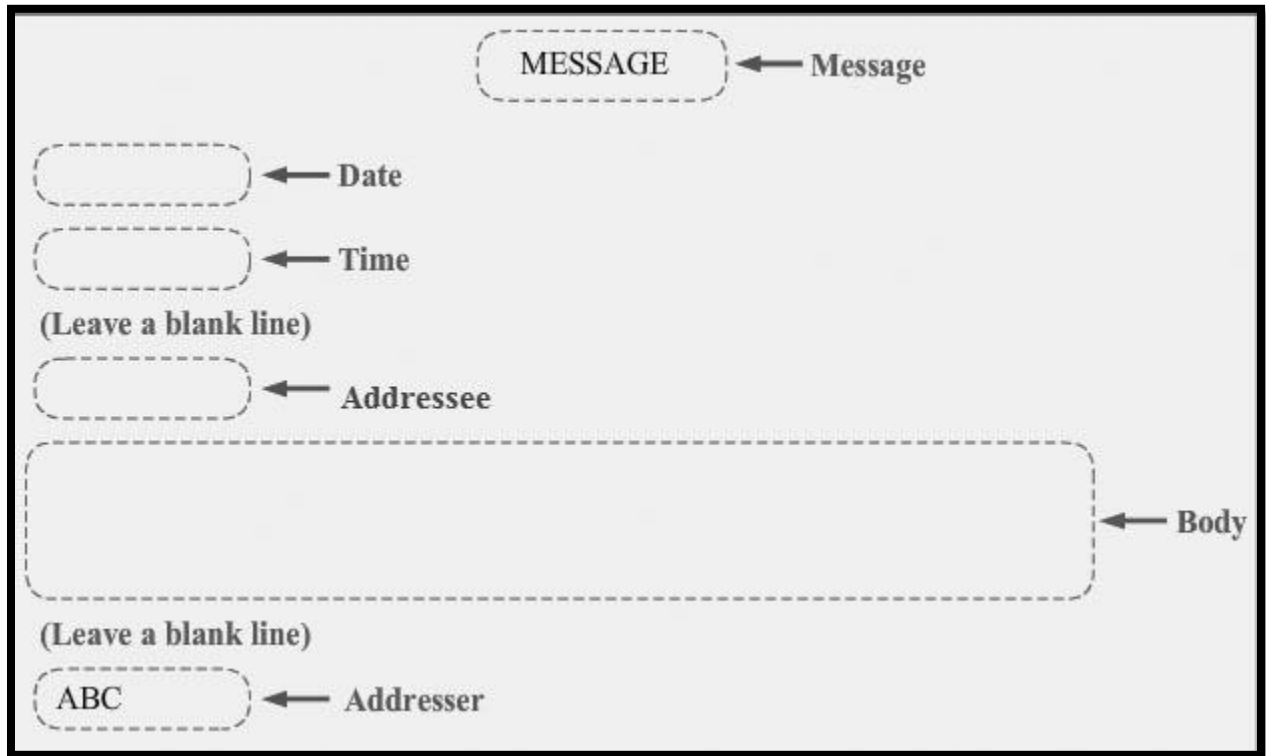
- 1) A message should be enclosed in a box.
- 2) It should be written in the proper format as shown below.
- 3) A message does not need an address.
- 4) Word limit should be fifty words.
- 5) Message should be clear and accurate.
- 6) Write only important points. Do not add anything on your own.
- 7) Write the word 'message' in the centre and starting of the message.

8) The time and date of receiving the message should be mentioned.

9) Write your name at the end of the message.

10) Message can be written as an informal or a formal note.

FORMAT



Sample

Question

You are Anita/Anish. You stay in a hostel and share a room

with Mita/ Manish, your classmate. You have been detected with Typhoid 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.

Answer:

MESSAGE

11 August 2020

9:00 a.m.

Mita

I am going to the hospital as I have been detected with Typhoid fever and some other complications. I will be

admitted in the hospital for 7 days. Please submit my Maths note book for checking.

Anita

N.B.[The Message should be enclosed in a box]

Questions For Practice:

- 1) You are Surabhi. Your younger sister Romila is expected to return from school but you have to leave for some urgent work. Leave a note for Romila informing her that lunch is kept inside the microwave. Her favourite cake is also kept in the fridge. Tell her that you will be back by 4 p.m.

2) Write a message in about 50 words, informing your mother that you will return home after the 'Sports day' rehearsals in school. You send this message through your younger sister who is in the same school. Put the message in a box.