

MESSAGE WRITING

Message writing is a common activity. It is an informal writing. A message is a part of short compositions. Using this skill, a person is able to transfer information of one person to another one. You should have good writing skills to convey your message.

Main Points to remember -

- *The message must be accurate, clear and brief.
- *Use Indirect speech for writing messages.
- * First at the top, write the word "**MESSAGE**" in capital letters in the middle of the format
- *Write down the complete date and time on the left hand side in the beginning.
- *It must be followed by the receiver's name or brief salutation e.g Kriti, Sophie or Dear Aunt, Dear Uncle etc.
- *The body of the message must be to the point. Don't miss important point/ information. You can't add anything of your own. Nor you can delete/hide some important information.
- *Sender's name or signature must be written at the end of the message.
- * The message should contain follow-up action, if required.
- *Enclose your message in the box.

Format of Message Writing-

MESSAGE
..... (Date)
..... (Time)
..... (Addressee)
..... Body of the message
Receiver's name/ Addresser

Sample

You are Nikhil and you forgot to inform your mother about your best friend Sushil's birthday party. Now your mother is in the office and your phone is out of order. You want to leave a message for your mother and the keys of the house with your neighbor. Write the message, on behalf of Nikhil, to tell her that Sushil's father will drop you home at about 9 p.m.

MESSAGE

15th August 2020
5.00 p.m.

Mummy

I forgot to inform you about my best friend Sushil's birthday party. I'm going to attend the party at Invitation Banquet. They are with Mrs. Rama. I'll have my dinner there only. Sushil's father will drop me back home by 9.00 p.m.

Nikhil

Questions for practice-

Q. 1 You are Steven. Today morning, you received a call from Mr Joseph, your father's friend. Your father was on his morning walk. Mr Joseph asked you to convey your father that he has been tested Covid 19 positive. He is not in position to go to the office. He has asked your father to inform the managing director about it.

Q. 2- Rishabh called his friend Pulkit to tell him about the Semi-final T-20 match and invite him to go along with him. Pulkit was not at home and his sister Neelam took the message. Write the message as Neelam for Pulkit.

Note: Write the answers and send to your respective English teacher's mail id.