

MESSAGE WRITING

Questions to Practice:

1) Dean works in an IT company. He lost his mobile while travelling in the metro. On reaching the office he sends a message to his wife that he has forgotten an important file necessary for the meeting, to be given to the peon who delivers the message. Put the message in a box.

2) Using the information given below, draft a message in not more than 50 words. Put the message in a box.

- Caroline and Jenny attend their Yoga classes
- Their blazers get exchanged. Caroline forgot her phone in it and needs it immediately
- Caroline calls up Jenny to give information about the blazer
- Jenny's mother attends the call
- Caroline requests Jenny to reach the Joggers Park by 6 p.m. with her blazer

As the Mother has to go to buy the grocery, she leaves a message

3) Reba has met with an accident and got her leg fractured. She is unable to attend school for two weeks. She sends a message through her neighbour to Sandra, her classmate, to inform her class teacher about it. Draft the message written by Reba to Sandra.

4) Using the information given below, draft a message that Myra's mother left for her before leaving home, in not more than 50 words.

- Papa called up .
- Reaching home from railway station by 7.30 p.m.
- Prepare tea and snacks for him.
- I am leaving for vegetable market.
- I will be back by 8 p.m.