

ENGLISH

MESSAGE WRITING

What is a Message?

A message is a short record of information noted for conveying it to the person whom it is for and who is not present at the moment to receive it. The aim of a message is to convey information to its owner as soon as he or she is back. Therefore, it is usually written on a small slip of paper and left at a place easily visible to him or her.

Format of a Message

Message

Date: (When the message is written)

Time: (When the message is written)

Name, (of the person for whom the message is meant)

Body: Important details. Example: Caller's name and reason for calling (where applicable) and other information conveyed by the caller.

Message writer's name

Tips for Writing a Message

- A message should be written in less than fifty words. Therefore, keep it brief and to the point.
- Practise writing messages focusing on conveying more information with few words.
- While cutting down words, important information like date and time when the message is noted and should not be missed.
- Ensure easy understanding of the message by avoiding grammatical errors and spelling mistakes.
- Use simple or compound sentences instead of complex ones where possible.

Sample Messages

Sample 1

Message

25th October 2015
8.30 PM

Brijesh,

Aunt Jaya called to invite us to dinner this weekend. She is upset that you have been so involved in your work these days that you have no time for your family.

Pranali

Sample 2

Message

25th February 2015
5.00 PM

Priyanka,

Your tuition teacher called to inform that she will be having extra classes on Sundays from 4 pm to 7 pm owing to the approaching final exams. The extra classes begin from tomorrow.

Mother

Sample 3

Message

1st November 2015

7.30 PM

Hitesh,

Your dentist called to enquire why you did not show up for your appointment. He asked you to call back and reschedule an appointment if you wish to save your teeth from permanent damage.

Rohan

Sample 4

Message

27th August 2015

11.15 AM

Prateek,

The manager of Cloud Nine Restaurant called to inform that they found your wallet left behind at one of their tables. He asked you to visit them personally and collect it.

Maya

Sample 5

Message

11th May 2015

8.00 AM

Mom,

Aunt Sarita called to ask when you will be baking the cookies you promised her. She said that she would drop by this evening with the ingredients and asked you to make some time for it this week.

Heena

Sample 6

Message

29th August 2015

5.20 PM

Ashima,

Your friend Maya called to ask if you have her Science Journal. Call her back and let her know as soon as you return. She needs it to prepare for the exams.

Mom

Sample 7

Message

8th December 2015

5.47 PM

Tanuja,

Gayatri called to invite us for the naming ceremony of her son his weekend. She insisted that you attend since you keep cancelling most plans.

Mom

Sample 8

Message

24th May 2015

8.00 AM

Jiya,

You may go to the summer fair with your friends, but you have to be back home my 7 pm. I gave your mother some money which you can take along with you. Be safe and enjoy yourself.

Dad

Sample 9

Message

19th October 2015

1.00 PM

Rohan,

Your mother called this morning to inform that your uncle Mr Jain will be in town tomorrow. She asked you to receive him at the station and help him settle the business he will be coming for. Call her back for further details.

Arvind

Sample 10

Message

13th May 2015

9.00 AM

Rashmi,

Remember to book a refill for gas today itself. The one currently in use will get over within a few days. I have kept the money for the same in the kitchen cabinet drawer. In case it arrives when I am not at home, use that money to pay for the refill.

Mom