

Message Writing

Introduction

Message writing is a form of communication, which is used to convey an important note, in case the person is not present physically. It is used to record and transmit information to the receiver.

Points to remember:

1. The word 'Message' should be written in block letters and in the top centre.
2. A message should always be in a box.
4. The content should be in present tense.
5. Use active voice and write in imperative mood.
6. Do not use acronym.
7. The information provided should be correct and to the point.

Message for Mother: Need to Rush for Tuition Class

Q. You have to rush for your tuition class, and nobody is at home. Leave a message for your mother informing her about the same.

Answer:

MESSAGE

May 9, 2019

5 P.M.

Mom,

I have to rush for my tuition classes and will be back by 8 P.M. I have eaten food and completed my homework. As I am unsure whether you have taken the spare keys along, I am leaving the house keys with Mr. Sharma.

XYZ

Telephonic Conversation: Message for Daughter

Q. The following is a telephonic conversation between Varun and Tara's mother.

Varun: Can I speak to Tara?

Mother: Tara is not at home. She has gone for tuition and will be back only at 8 P.M.

Varun: Can I leave a message?

Mother: Oh, sure.

Varun: Please inform her that she has to stay back tomorrow after the school hours for her dance practice.

Mother: Sure, I will convey your message. Is there anything else?

Varun: Kindly remind her to bring her drawing file to the school as we have an extra class for it tomorrow.

As Tara's mother was leaving for an important work, she leaves a message for her daughter. Write the message in 50-60 words.

Answer:

MESSAGE

May 9, 2019

4:45 P.M.

Tara,

Varun called up to inform that tomorrow you need to stay back after the school hours, for your dance practice. Also, he wanted to remind you to carry your drawing file to the school as you have an extra class for it tomorrow.

Mother

Telephonic Conversation: Message for Friend

Q. Read the following telephonic conversation and write the message for Raj in not more than 50-60 words.

Rajesh: Can I speak to Raj?

Remya: I am sorry. He's not at home.

Rajesh: When will he be back?

Remya: He will be here in an hour.

Rajesh: Could you please convey a message to him?

Remya: Yes, I will.

Rajesh: He has to report at Chinnappa Stadium at 7.00 A.M. tomorrow. The tennis match starts at 8.00 A.M. Please tell him to carry his identity card, a bottle of water and changing clothes.

Remya: Yes, I will convey this to him.

Rajesh: Thank you.

Answer:

MESSAGE

June 12, 2019

5 P.M.

Raj,

Rajesh called up to inform that you have to report at Chinnappa Stadium at 7.00 A.M. tomorrow. The tennis match will start at 8.00 A.M. He has asked you to carry your identity card, a water bottle and changing clothes.

Remya