

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, e.g. 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. So, keep it brief and to the point.
- Practise writing messages focusing on conveying more information with few words.
- While cutting down words, important information such as date and time when the message is noted 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 from a telephone operator about the dispatch of a parcel.

Message

24th March 2015

8.00 AM

Mr Sanadya,

Karan, dispatch head of Extel Conglomerate called. He thanked you for the order and said that the package has been dispatched and should reach within four working days.

Maya (Telephone Operator)

Sample 2

Komal writes to Kajal about breakfast she has prepared and the evening plans.

Message

13th March 2015

7.30 AM

Kajal,

I was getting late for work so I couldn't wait for you to return home. I have prepared breakfast in case you are hungry. I will meet you in the evening. Till then, have a nice day.

Komal

Sample 3

Mother informs Monika about a call from the receptionist regarding a meeting.

Message

17th April 2015

7.30 PM

Monika,

The receptionist at your office called to inform that you have to attend the client's meeting with your boss scheduled for tomorrow. Your boss has mailed you a brief about the same. You are asked to go through it at the earliest.

Mom

Sample 4

Anjali informs Anuja about cousin Shrutee's trip has been postponed.

Message

20th June 2015

4.17 PM

Anuja,

Your mother called to inform that your cousin Shrutee has postponed her plan to visit. Her flight was cancelled at the last moment due to turbulent weather. She will contact you when the arrangements are done for the next visit.

Anjali

Sample 5

Maya informs Sameer about his brother's call regarding grandfather's illness and request to come back to Pune as soon as possible.

Message

27th March 2015

6.15 PM

Sameer,

Your brother Mohan called to inform that your grandfather is seriously ill and has been admitted to the hospital. He asked you to return to Pune as soon as possible. I called our travel agent and booked a seat for you on the next flight out.

Maya

Sample 6

Mother leaves a note for Amit to confirm his presence at Karan's 18th birthday party at a resort in Vasai.

Message

16th July 2015

6.30 PM

Amit,

Karan called to invite you for his birthday party which is on the 20th of this month. It is his 18th birthday so they are celebrating it at his uncle's resort at Vasai. He asked you to call back and confirm whether you will be attending.

Mother

Sample 7

Rajdeep informs Rohan about an apology call from Eat All Pizza House for the incorrect order they delivered and the compensation they will offer.

Message

31st February 2015
12.15 PM

Rohan,

The manager of Eat All Pizza House called to apologise for the incorrect order they delivered yesterday. As compensation, they will send a Large Spicy Chicken with Double Cheese Pizza free of cost this evening.

Rajdeep

Sample 8

Mahesh leaves a message for his mother about his urgent appointment with the passport officer and the possibility of coming home late.

Message

4th September 2013
4.45 PM

Dear Mom,

I have received an urgent call from the passport office. The officer needs a few details from me for my passport renewal. I have an appointment with him at 6 PM and the meeting may go on for another hour. Don't worry if I come home late.

Mahesh

Sample 9

Sandhya informs Jaya about Aunt Sarita's call regarding the organic vanilla plant stems she bought from Kerala for Jaya.

Message

15th August 2015
5.15 PM

Dear Jaya,

Aunt Sarita called to inform that she got the organic vanilla plant stems you asked for from Kerala. She would like to know when you can visit her and pick them. Please call her back.

Sandhya

Sample 10

Sandhya informs Kshama about her internship application being accepted by RD Corporation.

Message

31st March 2015
5.15 PM

Kshama,

The head of HR at RD Corporation called to inform that your application for internship at their organisation has been accepted. They asked you to call them back as soon as possible to finalise your date of joining.

Sandhya