



**INDIAN SCHOOL MUSCAT**  
**SENIOR SECTION**  
**DEPARTMENT OF ENGLISH**  
**CLASS X**  
**MESSAGE WRITING**

Message is a short piece of writing. Basically all the messages are conveyed through telephone or e-mail, but still the importance of message-writing cannot be underestimated. A message is the result of a conversation, which is then converted into a message.

**Objectives**

- to retrieve information
- to interpret the conversation
- to convert it into a message
- precision and clarity in writing

**Points to remember**

- Date and time should be written at the top of the message. This can be written on either side of the box that is made for the message.
- The message begins with a brief salutation, e.g. Dear Brendon, or even a simple name can be written, and 'dear' can be avoided if a message is very informal.
- The message should be condensed, brief and to-the-point.
- Contents should be written in a box.
- No information should be added from your side, because the message can be misinterpreted many times.
- The name of the person who writes the message should be written below the message.

**FORMAT**

MESSAGE	
DATE OF WRITING THE MESSAGE	TIME
BRIEF SALUTATION	
CONTENT	
NAME OF THE PERSON WHO WRITES THE MESSAGE	

**SAMPLE**

**1. Read the following telephonic conversation between Mrs Vibha Kumar and Aakriti :**

Vibha Kumar : Hello, am I talking to Aakriti?

Aakriti : Yes, Vibha, how are you?

Vibha Kumar : I 'm fine. I rang up because my daughter Shruti is coming to Delhi to appear for her CAT exam on 25<sup>th</sup> May.

- Aakriti : How nice! I've not seen her for the past 3 years. Which centre has been allotted to her in Delhi?
- Vibha Kumar : Her centre is D.A.V. School at Lodhi Road. Just remind Megha to receive her at the New Delhi railway station, on 24th May at 5 p.m.
- Aakriti : Sure, you need not worry. I'll leave a message for Megha, since I am going out of station tomorrow. Sorry, I won't be able to meet Shruti.
- Vibha : Never mind. May be she is lucky, next time.

Aakriti writes a message for Megha in 50 words, giving all the above details.

MESSAGE	
23 <sup>rd</sup> May, 2014	11:00 a.m.
Dear Megha, Vibha Singh's daughter Shruti has to appear for CAT on 25 Jan and her centre is D.A.V. School, Lodhi Road. Do collect her from New Delhi railway station on 24 Jan, at 5 p.m. Escort her wherever she desires. Aakriti	

### PRACTICE QUESTIONS

1. You are Rashmi and had an appointment with your friend Ritu to visit an exhibition at 6.00 p.m. but you are held up by your mother to help prepare food for unexpected guests. Draft a message to be sent to Ritu giving your excuse for not keeping the appointment, in not more than 50 words. Put the message in a box.
2. You are Neelam/Nitesh. Your brother Sanjay's friend Ketan called to say that he had to take his Science Project the next day for submission. He also wanted to talk to your brother about some exercises that had to be completed. Since you are going out you decide to leave a message for your brother. Write the message in 50-60 words.

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