

Message Writing

It is a short piece of informal information. It is written in an appropriate way so that the receiver can understand it easily.

Points to remember

- A Message must be placed in box
- The word MESSAGE should be written in the box on the top
- Date and time when the message is written should be mentioned
- Write the name of the person(for whom the message is meant) at the top. Give only a brief salutation e.g. Raja
- Do not miss any important details
- Put your name/ signature at the end of the message

Lay out of a Message

Message

DateTime.....

.....

Salutation.....

Content-details of the message

Who called up?

Why?

Name/signature

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Example

Read the given telephonic conversation between Tanya and Henna. Tanya wants Henna to convey her message to Damini, but Henna has to go out, hence she leaves a written message for Damini (word limit 50 words)

Tanya : Hello! I am Tanya from Nagpur. May I speak to Damini. I am her classmate

Henna : Hello Tanya! I am Henna, Damini's sister. Damini is not at home and will be back only in the evening.

Tanya : Henna , will you tell her to send me the photographs of the Sports Day? I had forgotten to take them from the school desk.

Henna : Where should she send them?

Tanya: On my new address which she is aware of.

Henna: I'll her. You needn't worry.

Tanya: Thank you.

Message

25th December

9:00 p.m.

Damini.....

Your friend Tanya called up from Nagpur. She wants you to send her the photographs of the Sports Day which she had forgotten to take from the school desk. Send them to her new address

Henna