

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, 20xx
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, 20xx

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 Father Regarding Society Meeting celebrations

Q. Rinku is alone at home when Mr. Sharma comes to visit his father. Following is the conversation that takes place between Rinku and Mr. Sharma:

Mr. Sharma: Hi, Rinku. How are you?

Rinku: I am very well, uncle. How are you?

Mr. Sharma: I am good, son. Is your dad home?

Rinku: No, uncle. He will come at 9 P.M. Is there any message for him?

Mr. Sharma: Yes, please inform him that tomorrow there will be an hour long meeting, of all the residents of Shardhapura Society, to plan the celebration of Holi in our colony. The meeting will be held at the community center and will begin at 11 A.M., kindly ask him to reach on time.

As Rinku has to rush for his tuition classes, he prefers to write down the message for his father.

Answer:

MESSAGE

April 16, 20xx

6 P.M.

Dad,

Mr. Sharma came home to inform you that tomorrow at 11 A.M., there is a meeting of all the residents of Shardhapura Society at the community center. The hour long meeting is being organized to discuss plans for the celebrations of Holi in our colony. He has requested you to reach on time.

Rinku

Message for Mother: Need to Rush to Hospital to Help a Friend

Q. Your friend has just called up to inform you that his father is in the hospital and he needs your help. You want to rush to the hospital but there is nobody at your home, so you decide to leave a message for your mother informing her about the same.

Answer:

MESSAGE

May 13, 20xx

4 P.M.

Mom,

Rahul called up to inform that his father is hospitalised and he needs my help. So, I am leaving for Ganga Ram Hospital, where his father is admitted. I will be back in a couple of hours.

XYZ

Message for Mother: Informing about Coming Home Late

Q. Your tennis coach is going out of station for a week and therefore, he requests you to come for the practice session straight away from your school. You decide to write down a message for your mother informing her about the same and send it through a friend of yours.

Answer:

MESSAGE

Feb 22, 20xx

1:30 P.M.

Mom,

As my tennis coach, Mr. Rustum, is going out of station for a week. He has asked me to stay back after the school for the practice session. So, I will be coming home only after attending the practice session.

ABC

Telephonic Conversation: Message for Husband

Q. Read the following telephonic conversation between Mrs. Rajni and the school Receptionist.

Receptionist: Good afternoon, can I speak to Mrs. Rajni?

Rajni: I am Rajni. May I know who is on the line?

Receptionist: I am calling from Geetanjali School. I need to inform you that your son, Krish has got injured during today's cricket match practice session.

Rajni: oh! How bad is the injury? How is he, right now?

Receptionist: Madam, he has injured his right knee and the doctor has asked him to take rest for the day. So, it would be good if you could come and pick him up from the school as he requires rest.

Rajni: Alright! I will be reaching in about 20 minutes. Thanks. Bye.

Receptionist: Bye ma'am.

Mrs. Rajni needs to rush to her son's school to pick him up and decides to leave a message for her husband, who is on his way back to home and could arrive any moment. Write down the message on Mrs. Rajni's behalf.

Answer:

MESSAGE

May 8, 20xx

12:30 P.M.

Sumit,

Krish's school receptionist called to inform that Krish has injured his right knee, during today's cricket match practice session. The doctor has advised him to take rest for the day. So, I am going to pick him up from the school.

Rajni

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, 20xx

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

Telephonic Conversation: Message for Brother

Q. You are Amit/Amita. Your brother Mohan's boss makes a telephone call in his absence and tells you to pass on the message to Mohan. You have taken the following notes on the note-pad.

- Mohan's boss called
- Extension of his leave not approved
- Must report on Tuesday morning
- Board meeting on Wednesday
- Several items of agenda to be discussed.

You are going to your college, so you decide to leave the message. Write down the message in not more than 50-60 words.

Answer:

<p style="text-align: center;">MESSAGE</p> <p>Feb 22, 20xx</p> <p>11 A.M.</p> <p>Mohan,</p> <p>Your boss called to inform that your leave extension has not been approved. You must report on Tuesday morning, as there is a board meeting on Wednesday and several items of agenda need to be discussed.</p> <p>Amit</p>

Telephonic Conversation: Informing the Postpone in the Meeting

Q. Following is a telephonic conversation between Jatin and Diven.

Diven: Is it 4385668?

Jatin: Yes. May I know who is on the line?

Diven: I am Diven calling from Bangalore. I wish to talk to Mr. Lalit.

Jatin: Sorry, he is not in the office right now. Is there any message for him?

Diven: Yes. Kindly inform him that the meeting that was scheduled for May 1, 20xx has been postponed to May 3, 20xx. So, he can reach Bangalore by the evening of May 2. The inconvenience is regretted.

Jatin: I will surely convey the message.

Diven: Thank you!

Jatin has to urgently leave for a meeting. Before leaving, he writes a message for Mr. Lalit. Write the message in about 50-60 words.

Answer:

MESSAGE

April 28, 20xx

4 P.M.

Mr. Lalit,

Mr. Diven called up from Bangalore to inform that the meeting scheduled for May 1 has now been postponed to May 3, 20xx. So, you can reach Bangalore by May 2. He regretted the inconvenience caused to you.

Jatin

Telephonic Conversation: Informing About Mother's Accident

Q. Read the following conversation:

Kishen: Hello! Could I please talk to Suman from the Sales Department?

Receptionist: Sorry, she has not yet arrived.

Kishen: Could you convey to her that her mother is quite serious in Bhopal and she should leave for Bhopal, immediately. Her mother is in the ICU of Apollo hospital as she had met with an accident.

Receptionist: Oh! That's really sad. I will surely convey your message.

Kishen: Please tell her that I will come to pick her up from the station, so, she should inform me about the timings of the train, she's coming by.

Receptionist: Sure! I will do the needful.

Kishen: Thank you.

The receptionist gets a call from her boss and goes to see him. Before she goes, she leaves a message for Suman. Write the message in not more than 50-60 words.

Answer:

MESSAGE

22 March 20xx

3 P.M.

Dear Suman,

Mr. Kishen called up to inform you that your mother has met with an accident and is in ICU at the Apollo Hospital, Bhopal. He has asked you to leave for Bhopal immediately. Please inform Mr. Kishen about the train you will leave by and its timings, as he will come to the station to pick you up.

ABC

Receptionist