

Telegram is a Government means of sending messages from one place to another speedily. In this system messages are sent from one telegraph office to another telegraph office in a code language. The receiving telegraph office deciphers the code language into normal language and sends the message to the addressee through the postman. Since the telegraph office is a Government Department, it has a prescribed form on which the telegram is sent. The rate of charges is also fixed by the Government. In the telegram there is a fixed charge for every word in the message as well as in the address of the addressee. Therefore, messages are sent through the telegram in as few words as possible. In the modern age mobile phones, S.M.S., Fax, E.mail, etc. have become so popular that telegrams have become largely outdated. Still thousands of telegrams are sent everyday. Very urgent messages such as Interview letters, Appointment letters, Intimations of serious ailments, births and deaths are sent by the telegram.

The Format of the Telegram Form

INDIAN POST AND TELEGRAPH				
Name and Address of the Addressee	Name			
	Address			
Message :				
Senders' Name :				
Sender's Name and Address (Not to be telegraphed)				

Common Rules of Telegrams :

- (1) Every word in the telegram is written in capital letters.
- (2) In the message only important words are written, such as names, nouns, main verbs, adjectives, etc.
- (3) Articles, Prepositions, Adverbs, helping Verbs without which the message can be well understood, should be avoided.
- (4) Punctuation marks are not often used. In place of Mark of Fullstop (.), the word 'Stop' is written and it is counted as one word.
- (5) Numerals are avoided as far as possible. Unavoidable numerals are written in words. Timings are also written in words, such as '8 a.m.' should be written as 'EIGHT MORN'.

- (6) If there are small squares drawn on the form, only one word should be written in one square.
 (7) In the last column the full name and address of the sender should be written. This is not to be telegraphed, and therefore there are no charges for it.

Model 1

You are Rajni Kant. You are posted as a lecturer in Bombay University, Mumbai. Your parents live at Varanasi. Your mother has a serious heart-stroke. Her condition is serious. She has been admitted to Gandhi Memorial Hospital. Your father sends you a telegram to come immediately. Draft the telegram in the following form supplied by the Post and Telegraph Department.

INDIAN POST AND TELEGRAPH							
Name and Address of the Addressee		Name : RAJNIKANT Address : ENGLISH LECTURER BOMBAY UNIVERSITY MUMBAI					
Message :							
MOTHER	HAS	HEART	STROKE	SERIOUS	ADMITTED		
GANDHI	HOSPITAL	COME	FIRST	MEANS			
Sender's Name : HARI SHANKAR							
Sender's Name and Address (Not to be telegraphed)				Shri Hari Shankar Gupta 2/30, Shankar Sadan, M. G. Road Varanasi			

Model 2

You are Rama Shankar, Resident of 2/41, Gandhi Nagar, Chennai. Your brother, Hari Shankar, is studying in Indira Gandhi University, Pune. He is a student of M.B.A. Final Semester. An interview letter has come for him. He is required to attend the interview for the post of Marketing Executive by the Tata Industries, Tata Nagar, Bihar. Draft a telegram, directing your brother to attend the interview on January 15, 2012 at 11 a.m. in the office of the Managing Director.

INDIAN POST AND TELEGRAPH				
Name and Address of the Addressee		Name : HARI SHANKAR Address : MBA FINAL INDIRA GANDHI UNIVERSITY PUNE		
Message :				
YOUR	INTERVIEW	TATA	INDUSTRIES	TATA
NAGAR	FIFTEEN	JANUARY	MARKETING	EXECUTIVE
ATTEND	INTERVIEW	ELEVEN	MORN	MANAGING
DIRECTOR	OFFICE			
Sender's Name : RAMA SHANKAR				
Sender's Name and Address (Not to be telegraphed)			Shri Rama Shankar 2/41, Gandhi Nagar, Chennai	

Exercises

1. Draft a telegram to be sent by a father to his son that he has qualified in the written examination for I.A.S. He should come home immediately and prepare for the Interview to be held early next month.
2. Draft a telegram to be sent by a father to his son, informing him that he has been appointed as an Engineer in Birla Cotton Mills, Pilani. He has to join within a week. He must come home immediately.
3. Draft a telegram to be sent by a Junior Engineer to the Chief Engineer, P.W.D., Allahabad, requesting him to extend his leave by four days because his father is still seriously ill.
4. Draft a telegram to be sent by Prem Shankar Agrawal to his brother Radhey Shyam Agrawal informing him that their grandmother has expired. He must come by the earliest train available.
5. You are Pramod Mahajan, General Manager, Paliwal Industries Ltd. Gorakhpur. Your Sales Executive Rahul Jain has gone to Lucknow. Send a telegram to him to attend an urgent meeting at Kanpur on 15th January, 2012 before returning to the Head Quarters.
6. You are Tara Chand Maheshwari. Your brother Chandra Bhan has been promoted as Marketing Executive, Tata Industries, Jamshedpur. He is required to report there immediately. Send a telegram to your brother asking him to proceed to Jamshedpur immediately instead of returning home.
7. You are Prem Rajdhan, Manager, Human Resources and Recruitment, Reliance Petro Chemicals, Mumbai. You have to call Rajesh Dixit telegraphically for interview on 10th January, 2012 at 10 a.m. in your office for the post of Sales Executive. Draft a telegram for the same.
8. You are Sanjaya Khurana, Managing Director, Hindustan Lamps Limited, Ludhiana. Your Marketing Executive, Mr. Harish Kumar, is on a tour over Rajasthan. You have called a very urgent meeting of all the Marketing Executives on the 15th Jaunary, 2012 at 11:30 in your office. Draft a telegram asking Mr. Harish Kumar to cut short his tour and return to attend the meeting.