

ENGLISH

Short Composition: Messages writing



MESSAGES WRITING

When you were not at home, your friend called and informed your sister about the cancellation of a plan for the next day. So, your sister will leave you a message before going out to inform you about your friend's call.

Messages can be passed through different mediums, be it phones, texts, or emails. But for school students, a generic form of message writing is included under the English syllabus. For this type of writing, they get to learn about retrieving and interpreting information through the conversation given. Then, they are taught about writing the basic inputs into a well-drafted format. Message Writing | Message Writing Format, Examples and How to Write a Message?

February 15, 2021, by Prasanna

Message Writing: A message is a short piece of information given in a written format. When a person cannot speak to another person directly, he/she leaves a hand-written note or forward a text message through mobile or any communicating source. Sometimes the message is also sent orally by voice messages.

The primary concerns of the discussion ought to be fused in the message precisely and plainly. It instructs understudies to recover and decipher data. A message can likewise be composed dependent on some composed contributions, rather than a telephonic discussion. For example, a declaration or composed notes.

Message Writing Format:

- HEADING
- DATE
- TIME
- SALUTATIONS
- BODY
- SENDER

The message should be conveyed to another person in a proper format, whether it is a formal or informal message. The message should be written in a polite manner. Informal messages can be written in a casual manner but in an understandable language. The formal message writing will require the below-given format.

HEADING– Message writing begins by writing the word “Message” in bold and capitals. It is written in the middle of the line. This is done in order to catch the attention of the person for whom the message is drafted.

DATE– The date is written on the left-hand side of the page. It is written in expanded form.

TIME– Time can be written both on the left and right sides of the message. However, it is preferable for you to mention it on the right side in order to show a wise usage of space.

SALUTATIONS- Before writing the main content (body) of the message, it is important to address the reader. It helps in avoiding ambiguity and appears to be polite.

BODY– It is the main content of the message wherein you provide all the information that needs to be conveyed to the person you are unable to contact. It is important to stick only to vital information and keep the body of the message short and crisp. Avoid using long sentences.

SENDER– Once you are done with the body of the message, mention your name (or the one given in the question) on the left-hand side of the page. This helps the reader to identify the sender of the message.

SAMPLE

- You are Rohit. I receive a phone call from Aakash today. You had the following telephonic conversation with Aakash, friends of your elder brother. Write a brief message for your brothers when you will have to go to the playground.

Aakash: Hello, is this 87689546XX?

Rohit: Yes. May I know who's calling?

Aakash: I am Aakash, a friend of Karan. Where is he?

Rohit: He has gone to father's office. Can I help you?

Aakash: Oh, sure. Please tell him that he will be taking math notes and geometry box intuition class because tomorrow will be a math test. Could you please give him this message?

Rohit: Okay, I'll give him this message.

Aakash: Thank you.

Ans:

MESSAGE

08th March, 20XX 10:00 am

Dear brother

Naksh had called upon you when going to father's office. Today, he had informed me that I would bring math notes and a geometry box to tuition class because tomorrow will be a math test.

Rohit

- You are Rajesh, receive a phone call from your father's office Mr. Rahul, when his absence. Draft the message not more than 50 words following this conversation when you will going to the library.

Mr. Rahul: Hello, is this 98417854XX?

Rajesh: Yes. May I know who's calling?

Mr. Rahul: I am Rahul Singha. Can I talk to Mr. Agrawal?

Rajesh: Father is not at home. Do you have any messages for them?

Mr. Rahul: Yes, please tell him to come to the office tomorrow at 11 am, there is an urgent meeting with the manager. Could you please give him this message?

Rajesh: Okay, I'll give him this message.

Mr. Rahul: Thank you.

Ans:

MESSAGE

17th April, 20XX 10:00 am

Dear father

Mr. Rahul called from your office on the telephone saying that the inform tomorrow will be urgent meeting with the manager at 11 am.

Rajesh

- You are Smitha. Your sister is not at home. You received a call from her friend that her dance class got cancelled. Since you are in a rush to go out, so you will leave a message for her. Now write the message with a word limit of fewer than 50 words.

Madhuri: Hello! Is Kavita at home?

Smitha: No. She went outside. May I know who is this calling?

Madhuri: I am Madhuri, Kavita's friend.

Smitha: Ok. Is there any message for her, I can pass?

Madhuri: Yes, please tell her that tomorrow's dance class is cancelled, since our dance teacher had an emergency, and she has to go out of town. The next class will be on Tuesday.

Smitha: Sure. I will let her know. Thank you.

Madhuri: You are welcome!

Ans:

MESSAGE

Dear Kavita,

Your friend Madhuri called today, and she has informed me that tomorrow's dance class is cancelled, as your dance teacher has to go out of town for some emergency. Your next class will be on Tuesday.

Smitha.

- You are Ishika, going to tuition class, receiving a phone call from your father's, and told that he would be late and that he would not be able to attend dinner because of an important meeting. Please write a message to inform your mother, who has gone to meet her friend at her house.

Ans:

MESSAGE

16th November, 20XX 12:30 pm

Dear mother

The father called to tell that he would be late from the office due to an important meeting, adding that they would not attend the dinner either.

Ishika.