

A message is a short informal letter. Since it is written in a hurry, it includes only the important points.

**Format for writing messages**

- Draw a box
- Write the word 'Message' on the top
- Write date and time of writing the message.
- Salutation ( to whom the message is addressed ).
- Contents of the message in brief.
- Name or signature of the person writing the message

**Let's Exercise**

**1. Read the following conversation and write the message.**

**Tina:** Hello!  
**Health Centre:** Good morning! I am calling from the Good life Health Centre. May I speak with Mr. Roy?  
**Tina:** Sorry, he is not at home.  
**Health Centre:** Is Mrs. Roy there?  
**Tina:** No, she isn't there either.  
**Health Centre:** Can you give them a message?  
**Tina:** Certainly!  
**Health Centre:** Please tell them that their appointment for a complete health check-up has been fixed for Saturday, May 9, 2020.They must be present at the centre at 8a.m that day.  
**Tina:** Thank you. I will tell them.

Now Tina wrote a message for her parents when she left for the music class.

Message

Date: 04/05/2020  
Time: 09 a.m  
Mom and Dad,

A lady from Good Life Health Centre called. Your appointment for the health check-up has been fixed for Saturday, May 9, 2020. You must reach the centre at 8 a.m on that day.

Tina

**2. Read the telephonic conversation and write the message.**

**Vijay Electronics:** Good morning, Vijay Electronics.

How may I help you?

**Principal:** I am the principal of Modern Public School. May I speak with Mr. Singh?

**Vijay Electronics:** I am sorry. He is not in the office. May I take a message?

**Principal:** Please tell him that we have not yet received the six computers we had ordered last month. We want them delivered tomorrow.

**Vijay Electronics:** We are extremely sorry for the delay. I will certainly convey your message to Mr. Singh.

**Principal:** Thank You.

Message

Date: 04/05/2020

Time: 6:30p.m.

Sir,

The Principal of Modern Public School called. His orders for six computers has not yet been delivered. He wants the delivery tomorrow.

Rita Patel

**Practice Assignment**

3. Below is a telephonic conversation between John and David. Since John is leaving for his music class, he decides to write a message for Tom. Write the message in not more than 50 words. Put the message in a box.

**David:** Hello! Is it 2323250?

**John:** Yes, it is.

**David:** Can I talk to Tom?

**John:** Sorry, he is not at home. May I know who is on the line?

**David:** I am David, a friend of his.

**John:** Would you like to convey a message?

**David:** Yes. Inform him that the interview scheduled for 5<sup>th</sup> June has been postponed to the 7<sup>th</sup>. So he can reach Delhi by 6<sup>th</sup> evening.

**John:** I will surely convey the message to him.

**David:** Thank You.

4. The following is a telephonic conversation between Venkat and his sister. As Venkat's sister had to leave for her dance classes, she leaves a message for her mother. Write the message in not more than 50 words.

**Venkat:** Can I speak to mom?

**Vinita:** She has gone out.

**Venkat:** I have to leave Durgapur tomorrow at 4 a.m. for Inter-School Football Match.

Please ask her to get my bag packed as I will be back home late in the evening after practice.

**Vinita:** I will.