

Message Writing

Message is a means of communication. Generally, message consists of two to three people. Usually, if a person receives a call in absence of a person, s/he needs to write the message to the concerned person or if you want to convey message to another person who is not present. It demands great expertise to convey the message properly, accurately and rationally. Language of message should be lucid, precise and concrete to avoid confusion. We should be very alert in writing message or leaving a written message to third person. Guidelines for writing message

1. Mention clearly the time, day and date of giving message
2. Mention clearly the time, day, date and place of giving message (if a person has to report or reach somewhere)
3. Mention the name of sender in the message
4. Mention the name of receiver in the message
5. Mention the purpose/reason of calling (if you receive a call)
6. Mention only important points in the message
7. Mention if the follow up is required for the message
8. Mention your name/signature at the end
9. Use indirect speech while writing message
10. Choose proper words to convey the message
11. Be aware about the use of (possessive pronoun), his, her, and gender also
12. Be very specific /adhere on words limit
13. Use the words like, ordered, requested, supposed, obligation, necessary, instructed
14. Please standard format of Message

MESSAGE

Date: 27th January 20xx Time: 7:30 pm

Salutation: Papa

Body of message giving details:

- Who called: **Dr. Geeta Trehan**
- Purpose of calling: rang to say that she had gone through your reports and she could find no serious problem. Other tests will be conducted if there is no improvement.
- Follow-up required: You must continue with the medicine. She has fixed an appointment at X Hospital with Heart Specialist.

Follow-up: You have to be there at two o'clock tomorrow with your reports.

Signatory: Janvi

NCERT Class-IX, MCB P-27

Read the message

Read the following conversation and write a message to the concern person.

Rajeev: Can I speak to Maa?

Reena: She has gone out?

Rajeev: I have to leave for Patna tomorrow at 4a.m. for the Inter School Cricket Match. Please ask her to get my bag packed as I will be back home late in the evening after practice.

Reena : I will

Message

14 Feb, 3:30 pm

Maa, Rajeev had called when you were away from home. He has to leave for Patna for an Inter School Cricket Match at 4. a.m. Please pack his bags as he will be back home late in the evening after practice.

Read the following conversation and write a message to the concern person.

Ambuj: Hello! Mr Rastogi: Hello! May I speak with Ms Dixit please? I am Naresh Rastogi from the office.

Ambuj: Mom's not at home right now.

Mr Rastogi: In that case can you give her a message? It is urgent. Please tell her that the meeting fixed for tomorrow has been rescheduled. Ask her to check her mail as soon as possible for the details. Please don't forget to inform her.

Ambuj: Don't worry. I will tell her as soon as she returns.

Message

14 Feb, 3:30 pm

Mom Mr Rastogi from the office called up to say that the meeting fixed for tomorrow has been rescheduled. He wants you to check your mail as soon as possible for the details. He said it was urgent.

Ambuj

Read the following conversation and write a message to the concern person.

You are John/Anjali, who stays in a hostel and shares a room with Abhishek, your classmate. You have to leave suddenly on receiving news that your grandmother is unwell in the village. Draft a message in not more than 50 words telling your classmate why and where you are going and that you will be back in 5days. Also request him to return your library book to the library.

Message

August 6, 2014

Abhishek

I received the news that my Grandma is unwell in the village. She has been hospitalized. My grandma is serious. Hopefully I will be back within 5 days. Please return my library book, which is lying on the table.

Thank you

John

Read the following conversation and write a message to the concern person.

You are student of class 7. Your father was not at home. You received a call from your father's office. His meeting which was scheduled on January 29 at 6p.m. has been changed due to some reasons. Now meeting will be on January 30th 1.p.m at hotel Ashoka New Delhi. You have to join your coaching classes at Kota. So please write a message to your father in about 50 words.

Message

August 6, 2014

Dear Papa

I received a call from your office. Due some reason your scheduled meeting on January 29 at 6p.m. has been changed due some reasons. Now your meeting will be organized on January 30th 1.p.m at hotel Ashoka New Delhi. Further contact Mr. Sharma for detail information.

Yours faithfully

Nilabh

Note: We generally get information on telephone/ by messenger/ by third party and you have to convey /pass this message to another third party to please be clear objective about selecting your language and words so that less words and maximum message will be conveyed. Select key words like main verb and use indirect speech to convey your message.

Exercise for Student

1. You are Priyanka, personal assistant to Ms Sen. She was away attending a meeting when Mr Garg rang up. You spoke to him and jotted down his message in your note-pad. Write the message for Ms Sen using the information in your notes given below. Mr Garg—rang up—5pm—has received the CDs and the posters—coming tomorrow—to thank Ms Sen and to personally hand over the check. (Pearson Publication)
2. Read the following conversation between Rakesh and Mrs Sarkar. Rakesh:
Hello, may I speak with Dr Sarkar?
Mrs Sarkar: He has gone to the hospital to attend the OPD. May I know who is speaking?
Rakesh: Yes. I am Rakesh Sood. My wife has been having a severe headache since yesterday. Since this morning she has also developed a high temperature. I would be very grateful if the doctor could come over to our place to examine her.
Mrs Sarkar: Of course. Please let me note down your address.
Rakesh: It is B-49, New Colony.
Mrs Sarkar: I will give him your message as soon as he returns.
Rakesh: Thank you.
Mrs Sarkar had to leave for the school where she teaches. So she wrote a message for her husband. Write the message in not more than 50 words. (Pearson Publication)
3. Below is a telephone conversation between John and David. Since John is leaving for his music class he decides to write a message for Leslie. 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 me to convey a message?
David: Yes. Inform him that the interview scheduled for 5th October has been postponed to the 7th. So he can reach Delhi by 6th evening.
John : I will surely convey this message to him. David : Thank you!