

# WRITINGS MESSAGES

## A Introduction

A message is a very short composition meant to convey an important piece of information to somebody whom one cannot meet in person.

## B Messages are written

- to give information (I will be reaching Mumbai on Tuesday, 17th May, by the Rajdhani Express.),
- to request someone to do something (I'm going to a friend's house. Pick Anam up at the bus stop.),
- to warn somebody against something (Don't use the geyser, the fuse might blow off.),
- to give an explanation (Sorry, couldn't wait for you at home, had to go to the doctor.),
- to convey somebody's message received on telephone (Fatima rang up to say you have to stay back at the school tomorrow for a special Foreign Language class).

## C

- Since a message is supposed to be very short, it contains only what is most essential.

- It must include

- the name of the person the message is meant for,
- the signature and (name) of the person writing the message, and
- the date and the time when the message is written.

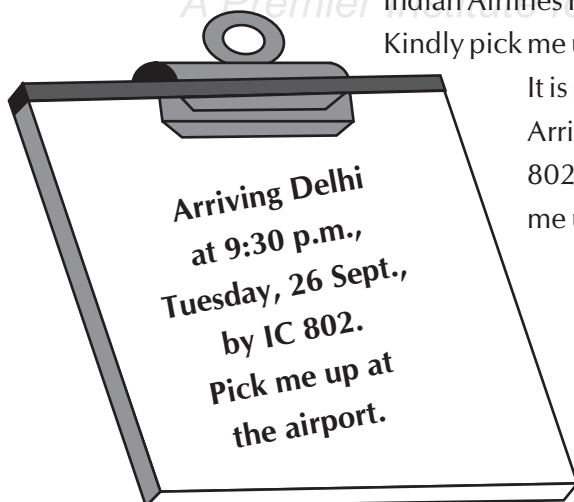
- Since a message is usually an informal piece of writing, it need not be written in complete sentences. There is no need to write —

I am arriving at Delhi at 9:30 p.m. on Tuesday, 26 September by Indian Airlines Flight No. IC 802.

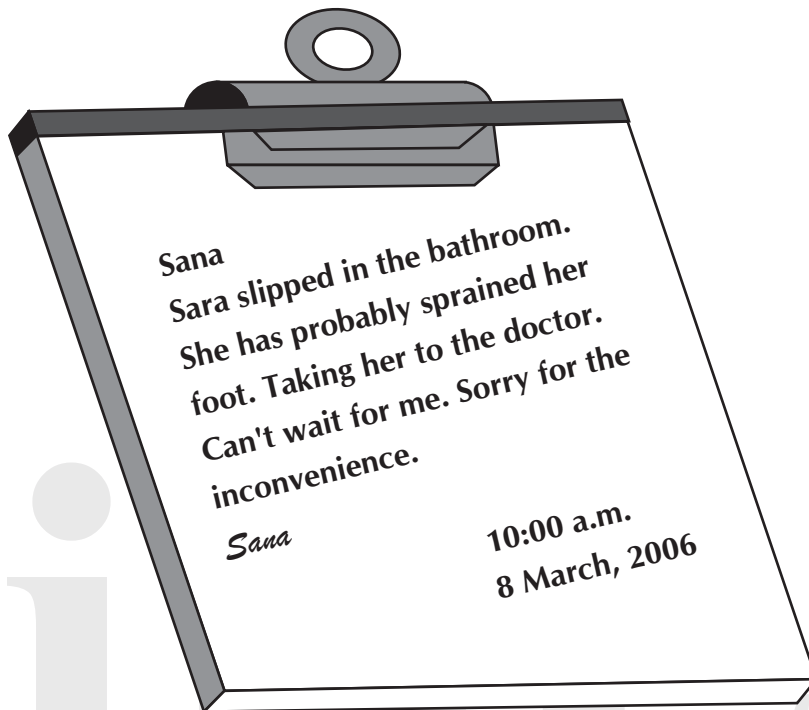
Kindly pick me up at the airport.

It is sufficient to write—

Arriving Delhi at 9:30 p.m., Tuesday, 26 Sept., by IC 802. Pick me up at the airport.

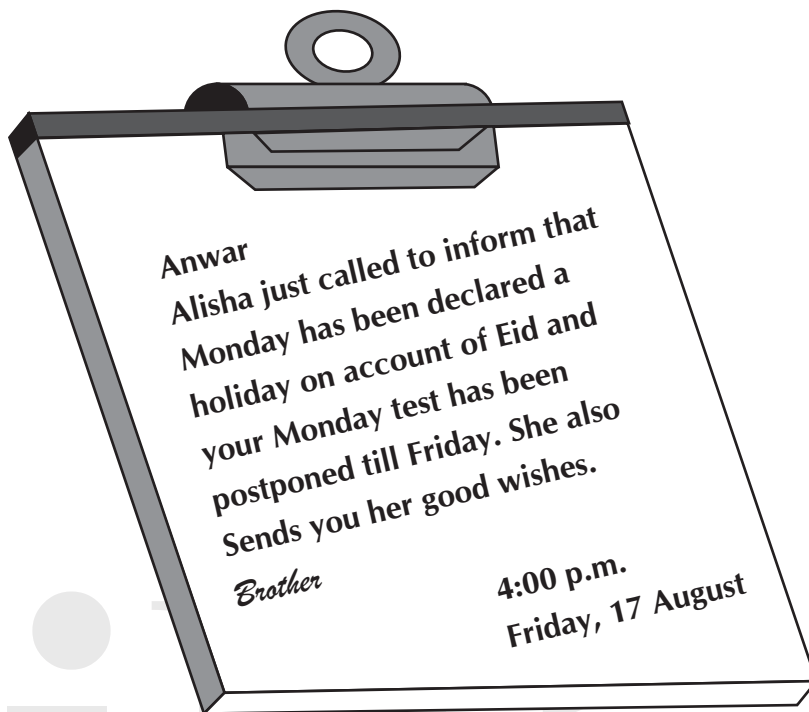


**D** Read the following message written by Sana to explain her absence from her house when her friend Amina comes to meet her.



**E** Read this telephonic conversation between Alisha and Mr. Azhar.

- Mr. Azhar : Hello!
- Alisha : Is it 25113079?
- Mr. Azhar : Yes, May I know who is on the line please?
- Alisha : I'm Alisha, Could I talk to Anwar?
- Mr. Azhar : Anwar has fever. I would have called him but right now he's asleep.
- Alisha : Was he absent from institute because of fever?
- Mr. Azhar : Yes, Any message?
- Alisha : He must be feeling worried about the Monday test. Tell him that it has been postponed till Friday. Monday has been declared a holiday on account of Eid.
- Mr. Azhar : Good for Anwar! I'll tel him that.
- Alisha : Ask him to take care of himself and give him my wishes.
- Mr. Azhar : Thank you. Bye.
- Alisha : Bye, Aunty.
- Mr. Azhar was himself going out. So he left the following message for Anwar.



## TIPS TO IMPROVE YOUR COMMUNICATION

### "Learn Phrases Rather than Single Words"

**A**nother tip to increase your fluency is to speak using a variety of phrases rather than individual words. (You probably do this all the time in your native language.) Instead of automatically asking "Hello, how are you today?", mix it up by choosing other expressions like "What's up, man?" "Hey dude!" or "How ya going, mate?" (Be careful though: Some expressions will be very informal and not ideal for some situations!)

