

English Grammar Class 7

Message writing

The best medium of communication is direct communication with the person you want to send the message to. People prefer to communicate with the person to share their thoughts and ideas, this is possible through telephonic conversation, nowadays this medium is widely used to convey the message. But there was a time when there was no telephone and people used to convey the message in writing. even now this medium is used widely. On a day when people don't have time to conversate on the phone they simply drop a message or in times when the person is busy and can't pick up the call this medium of having a conversation through message is the best.

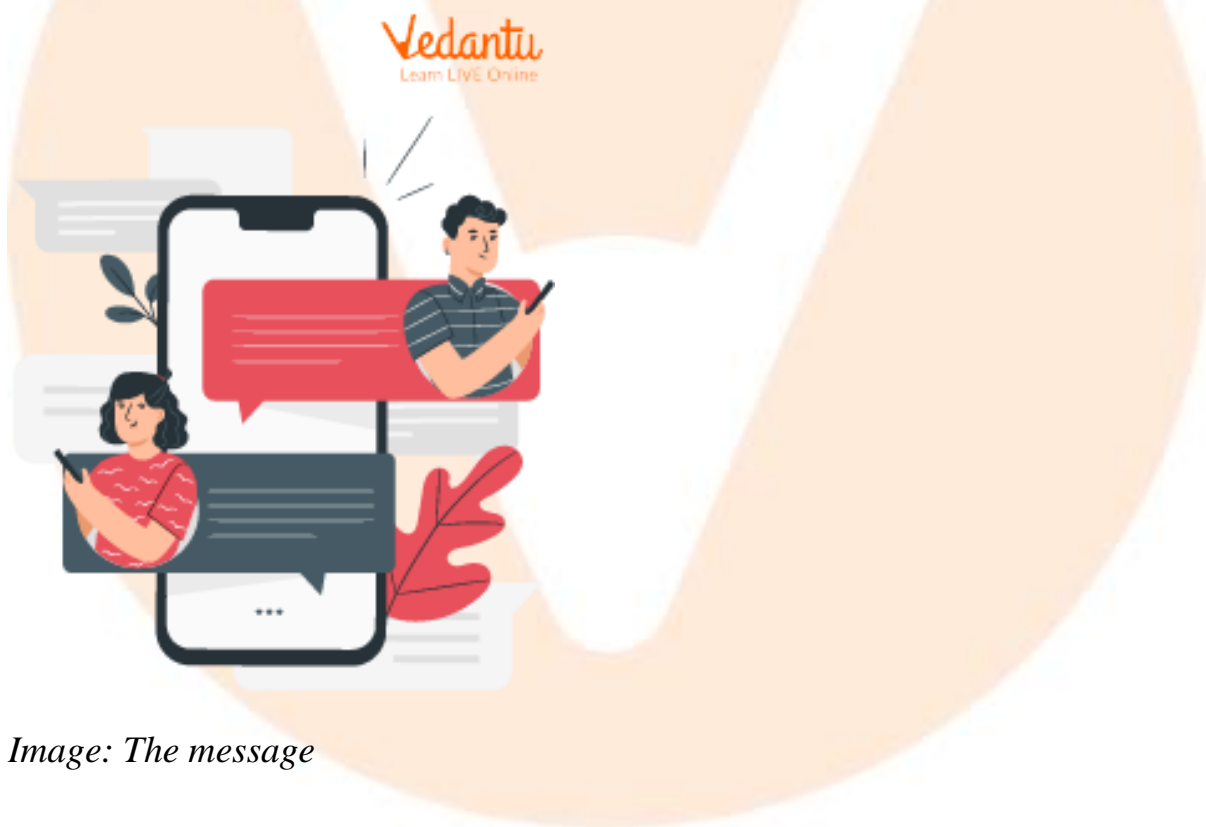


Image: The message

What is message writing?

Message writing refers to the brief information conveyed in writing when we are not able to contact the person directly. The message could be both written as well as oral.

Points to be kept in mind while writing the message

1. Write the name/names of the person/person for whom the message is meant.
2. Write the message clearly, neatly, and in simple words, don't use complicated words.
3. Don't miss important points in the message, write the details very sincerely.
4. Stick to the word limit.
5. Don't use the wrong words and go through them once again to make changes if any.
6. Don't elongate long sentences unnecessarily.
7. The person sending the message should put a sign at the end of the message.



Image: handwritten message

How do you write a message?

Very firstly we write the word “ message” in the top middle of the page, followed by the Date and time on the left-hand side of the page, then we leave a line and write the salutation i.e. name of the person with the dear or respected name of the person whom we want to send the message, then we write the body

of the message, in short, most likely in 30-40 words, followed by name of the person who is writing the message in the left-hand side of the page.

Message
Date
Time
Salutation
<< body of the message >>
Name of the person writing the message
Signature

Message Writing Example 1

Following is a conversation between Aman and Shivam, Shivam is calling from star Computers. he wants to inform Aman about a discount offer for his brother. Aman's brother is not at home. So, he writes the message for him.

Aman: Hello?

Shivam: Hello! This is Shivam, from StarComputers.

Aman: Yes, what can I do for you? I'm Aman speaking.

Shivam: I want to speak to Mr Sandeep. Is he at home?

Aman: No, he isn't at home. I will be able to inform him of the equivalent.

Shivam: Actually, Mr Sandeep enquired about our ccc+ course a month before. At that time there wasn't any discount and the seats were also not there. Now the company is offering 60% off on certain courses and there is the availability of seats also. The offer ends today. this is a golden chance that he mustn't miss. Can u please inform him about the same?

Aman: I will definitely inform him.

Shivam: Thank you very much.

Aman: Thank you.

And the call ends, **now draft a message for the telephonic conversation between them in 50 words.**

Message

8th October 2022

04:30 pm

Sandeep

Mr Shivam called from Star Computers. They are offering a 60% discount on some courses. Today

is the last day. If you are interested in pursuing the course kindly visit them.

Aman

Summary

The message form of conversation is the best form of conversation when the person is busy or not available, the message gets directly connected to the person required in need of information. And since the message is written in brief a lot of time is also saved which is true to say that it is more time effective than telephonic conversation. The person receiving the call writes the name at the end for the sake of accuracy. This form of communication can be formal or informal.

Practice question

1. Message Writing

Read the following telephone conversation between Riya and Pakhi. Riya is going on a 10 days trip and wants to inform the same to Priya her friend. She leaves a message for her. Draft a message in no more than fifty words.

Riya: Hello!

Riya: Could I speak to **Priya**? I am her friend Pihu.

Pakhi: She isn't at home.

Riya: When will she come back?

Pakhi: maybe within some time.is there something important?

Riya: yes, Could you please inform her that I m going on a 10-day trip from today?

Pakhi: ok, I will definitely inform her the same.

Riya: Thank you so much

Pakhi: Most welcome and happy journey.

Message

5th September 2020

4 pm

Dear Priya

Your friend Riya called and was searching for you. She wants to talk to you but since you were not here she informed me that she is going on a 10-day trip starting today. You can reach out to talk to her.

Pakhi

2. Message writing

Rosy : Hello ! is it 900xxxxxxx?

Rehana : Yes, please. Who's it there?

Rosy : I'm Rosy, a friend of Roma. Where is she?

Rehana : Oh! Sorry. Actually, she left her phone at home. She has gone to the market. Can I help you, please ?

Rosy : Oh, sure. In reality, I wanted to let her know that the teacher's illness will cause today's music courses to be cancelled. It will now take place on Sunday. So she ought to keep it in mind. Could you please pass this message to her?

Rehana: Oh! Sure. Thank you.

Rosy : Thank you too.

Rehana needs to repeat the message for Roma as she heads to her dance classes. Write the letter on her behalf, including all the details.

MESSAGE

20 March 2022

11:11 am

Hello Roma,

In your absence, your music class companion Rosy called. She called to let everyone know that today's music lesson had been postponed due to the teacher's illness. It will take place on Sunday instead. She wants you to remember that.

Rehana