

1. Read the following conversation. Then write a message for Mr. Rao on behalf of Suresh in not more than 50 words.

Sheshu : Hello! This is Seshu from Lucknow. Can I speak to Mr. Rao? I am friend of his son, Madhav Rao.

Suresh : This is Suresh Rao. My uncle is not here at the moment. We heard about the earthquake. Is Madhav all right?

Sheshy : Yes, he's okay now. But he had a fall during the earthquake and he broke his left leg.

Suresh : OMG! Is he in hospital?

Sheshu : Yes, He is at the Apollo hospital here. Would you please ask his family to reach soon?

Suresh : Of course, I will. Thank you for calling.

MESSAGE

10th April, 2020

3.p.m

Dear Asha,

The receptionist of your school called up to inform that two experts of sports are coming tomorrow to visit the school. You are supposed to be there. You should inform some students so that they too can come to give demonstration of certain games.

Manoj

EXAMPLE

Manoj had the following conversation with the receptionist of St. Stephen School. Since he was going out immediately afterwards, he left the message for his wife Asha. Write the message in not more than 50 words.

- Receptionist : May I talk to Mrs. Gupta?
- Manoj : I am her husband. She is not at home at present. May I know who is calling.
- Receptionist : I am Natasha, calling from her school.. Actually two experts of sports are coming tomorrow to visit the school. She is also supposed to be here. Also tell her to inform some students so that they too can come to give demonstration of certain games.
- Manoj : Don't worry, I'll give your message. She will reach school tomorrow.
- Receptionist : Thank you

Read the telephonic conversation and write the message for Raj in not more than 50 words.

Rajesh : Can I speak to Raj? I am Rajesh from his school.
Ramya : I am sorry. He is not at home.
Rajesh : When will he be back?
Ramya : He will be here in an hour.
Rajesh : Could you please convey a message to him?
Ramya : yes, I will
Rajesh : He has to report at Chinnappa stadium at 7.00a.m tomorrow. The tennis match starts at 8.00a.m. Please tell him to carry his ID card, a bottle of water and a change of clothes
Ramya : Yes I will convey the message to him.
Rajesh ; Thank you

MESSAGE

10TH APRIL, 2020

5 p.m

Raj

There was a phone call from _____ from _____ when you had been to temple. He conveyed to me that you have to _____. The tennis match will start at 8.00 a.m. he has requested you _____.

Ramya

CODING THE FORMAT

M - MESSAGE
D - DATE
T - TIME
N - NAME
C - CONTENT
S - SIGNATURE

Message Drawn from Telephone
Narration Conveying System

- ✓ Use Appropriate style and language
- ✓ should be clear and to the point
- ✓ Must be in a box
- ✓ write only the Mandatory details
- ✓ Stick to the word limit (50 words).
- ✓ Indirect or reported speech must be used.
- ✓ Use appropriate format

- ✗ Do not add extra information.
- ✗ Do not use long sentences in the body of the message
- ✗ Don't skip box.
- ✗ Don't exceed word limit.

WHAT IS A MESSAGE?

- Short piece of information/ communication
- Sent to someone or for somebody
- when you cant speak to him or her yourself.
- Contains important information
- a method of conveying information in precise and lucid manner.



Message

1 March, 20XX

11.11am

Rahul



Your friend Mohit called when you were away this evening. He wants you to know that he has booked the tickets for the movie you guys planned to watch. He wants you to be there at PVR, Saket at 5pm. Please don't forget it.

Rakesh



Shreya: Hello!

Teacher: Hello! May I speak to Priya, please?

Shreya: She is not at home. May I know who is on the line?

Teacher: I'm Puja, Priya's teacher. Can you give her a message?

Shreya: Sure, Ma'am!

Teacher: Please tell her that she has been selected for the inter-school dance competition.

Shreya: Wow! That's great news! I will definitely convey the message to her.

Teacher: Thank you and bye!

Shreya: Bye, Ma'am!

MESSAGE

DATE

TIME

(LEAVE A BLANK LINE)

ADDRESSEE

BODY

(LEAVE A BLANK LINE)

ADDRESSER

Format for writing messages

- Draw a box.
- Write the word 'Message' on top.
- Write the 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.