

Some question samples are given below for practice. First, prepare the format for all the questions. Later, write the main body.

1. Read the following telephonic conversation between Ajanta and Mrs. Sarin,

Ajanta: I am Ajanta. Can I speak to Rita?

Mrs. Sarin: I am Mrs. Sarin, Rita's mother. Rita is not at home.

Ajanta: Please tell Rita that Mrs. Khanna, our teacher is not feeling well. So Rita needn't come for the coaching class.

Since Mrs. Sarin is going to market and will not be home when Rita returns, write a message on behalf for Rita.

2. Read the telephonic conversation given below:

Ravina: Hello uncle. Could I talk to Shalini please?

Shalini's father: Shalini is not at home. May I know who is calling?

Ravina: Uncle I am Ravina. Can I leave a message for her?

Shalini's father: Yes

Ravina: I wanted to inform Shalini that we are going on a class picnic tomorrow. We have decided to take one dish each. Shalini has to bring fried rice.

Shalini's father: I'll tell her, Ravina, don't worry.

You are Shalini's father. You are leaving for Kanpur tonight and will not be able to at home to give Shalini the message.

Write a brief message that you will leave in Shalini's room.

3. Read the telephonic conversation given below:

Shyama: May I speak with Taruna?

Arun (Taruna's brother): I'm afraid she is not at home. She has gone to her aunt's house.

Shyama: When will she be back?

Arun She'll be back tomorrow.

Shyama: Please inform her that our inter-school English play competition will be held at government Senior Secondary School, Naraina on 15th April. She has to attend rehearsal for the play on Saturday at 10:00 am in the school.

Arun: Thanks Shyama. I'll leave a message for her.

You are Arun, Taruna's brother. Write a brief message to be left for Taruna.

4. Read the telephonic conversation given below:

Ritu: Hello! Could I talk to Shyama? I am her friend Ritu.

Mrs. Taneja: Shyama is not at home. You can leave message for her.

Ritu: I wanted to inform her that our class is going on a school trip on Sunday 25th January. She must carry 'no objection' from you to school tomorrow.

Mrs. Taneja: Thank you Ritu. I'll tell her.

You are Mrs. Taneja. Your daughter, Shyama will reach home very late and you leave for office in a short while. Write a brief message that you will leave on her table.

5. Read the following telephonic conversation:

Caller: I am Joseph calling from Dr. Sukla's hospital. Can I speak to Mrs. Sukla?

Veena: Mrs. Sukla is not at home. I am Veena, Dr. Sukla's daughter. Any message for

Mrs. Sukla?

Caller: Dr. Sukla is engage in an emergency operation. He will stay overnight in the hospital. Please inform Mrs. Sukla of it.

Veena: I will.

Veena will not be at home, when Mrs. Sukla returns. Write a message to be left for her.