

## **Message Writing**

A conversation is given as a question. It needs to be converted in a message form.

Follow the given instructions to write the message.

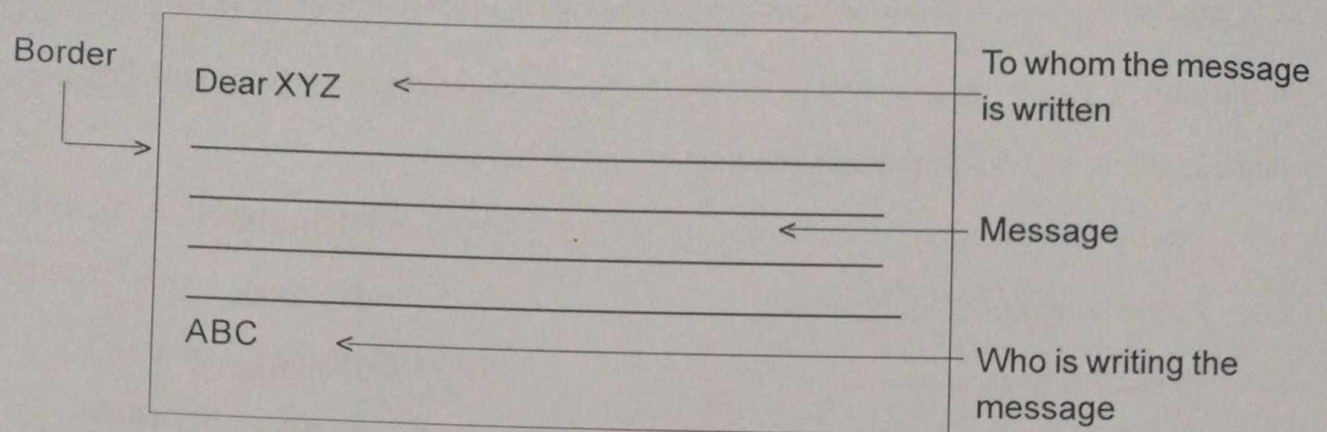
a) Preparing a format- This will give 1-2 marks.

- Make a border or the answer sheet.
- Date- Write the current date.
- Time- Write the current time.
- Name- Write the name of the person for whom the message is to be written.
- Start with writing the dear and (name).
- Leave some space to write the message.
- Name: Write the name of the person who is writing the message.

b) Writing the message- This will give 1-2 marks.

- Underline the important words given in the conversation.
- Frame those words as a message.

For e.g. Ravi called. He talked about book fair visit. Get ready by 2 pm today. His father will drop you.



### Tips for Message Writing

1. Read the conversation properly.
2. Start the message on a fresh page and end on the same page.
3. Write small sentences.
4. Copy important points from the question paper.
5. Underline the important points.