

Section B: WRITING

This section has four questions. The total marks covered through this section is 25 marks. The details are as follows.

1. Brief message from conversation (04 marks)
2. Report writing (07 marks)
3. Letter writing (07 marks)
4. Paragraph writing (07 marks)

1. Brief message from conversation

Message writing question is given in Section B. In this question a conversation is given. We have to write it in a message form. It is also a kind of small note.

Distribution of marks

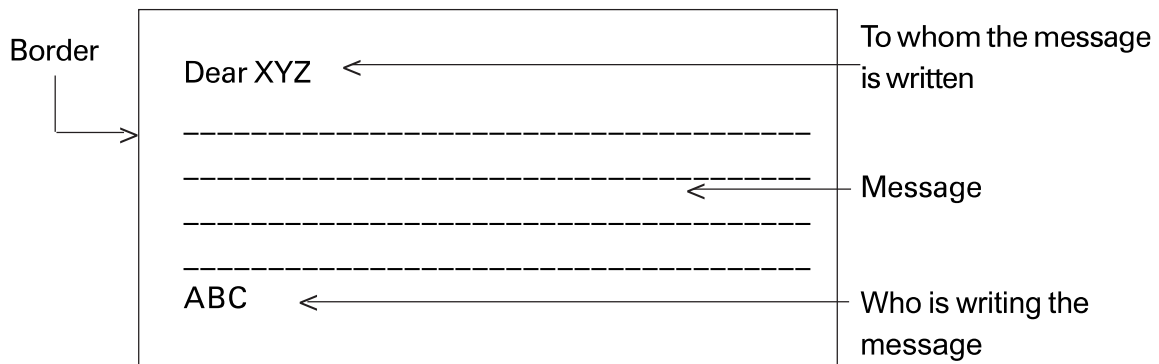
Message writing is for four marks. The format, including the name of the person who is writing the message to whom the message is written gives 1-2 marks.

The main body including grammar gives 1-2 marks. After reading the question, the first step is to prepare a format.

Steps for preparing the format

- 1) Make a border on the page.
- 2) Name: For whom the message is written.
- 3) Begin the message with dear (Name).
- 4) Leave enough space to write the message.
- 5) Name: Who is writing the message.

Format of message writing



Message Writing Sample

Read the telephonic conversation given below:

Caller: I am Rajiv from Kotak Service Centre. Could I talk to Mr. C.S. Menon?

Reena: Mr. Menon is not at home at the moment. I am his daughter, Reena.

Caller: Mr. Menon had given his camera for repair. Please inform him that it has been repaired. Collect his camera at any time between 2 p.m. and 4 p.m. on any working day. He will required to pay Rs. 500/- as service charges.

Reena: I will surely inform father about it.

You are Reena. You will not be at home when your father returns. Write a brief message about the conversation for him.

Steps for Message Writing

- 1) First create the format.
- 2) Answer the below given questions in your mind before writing the message.
- 3) Start the message with? Dear father.
- 4) Important words in the question? Kotak Service Centre, camera, repaired, collect between 2 pm and 4 pm, 500 service charge.
- 5) End the message with? Reena.

Dear Father,

Rajiv from Kotak Service Centre called. The camera is repaired.

Collect it between 2pm to 4 pm. Give 500 service charge.

Reena

The above given message is a sample. Please do not memorize it. Now, after looking at the message sample, it is clear that everything is given in the question paper. The important points need to be copied for the main body. By copying from the question paper, there will be no spelling mistakes.

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.