

Message Writing Worksheet

Exercise 1: Write Message from a Conversation

Harry: Hello, May I speak to Raj?

Neha: Sorry, my brother is not at home. May I know who's this?

Harry: Hi, This is Harry, I am Raj's classmate. Can you tell Raj that the tennis match at school tomorrow is postponed to the next Saturday.

Neha: Sure, I will pass on your message.

Harry: Thank you!

As Neha has to visit her friend, she leaves a message for Raj as per her conversation with Harry. Write the message on her behalf.

Exercise 2

You are Ritvik/Ritika. You stay in the college hostel and share a room with Manish/Manisha. You are going to get a health check up since you haven't been feeling well since the morning. Your roommate's classmate came a while ago and asked you to tell Manish/Manisha that they need their maths notebook back. Draft a message telling your roommate about the same.

Exercise 3

You receive a phone call from your dad's office in his absence and have the following conversation with the speaker.

Mr Sharma: Hello, Mr Anand?

Yourself: Hello, Dad is not at home, may I know who's calling?

Mr Sharma: I am Ramesh Sharma, your Father's assistant at his office.

Yourself: Hello, Mr Sharma. He is not at home. Do you have a message for him?

Mr Sharma: Yes. Please inform him that the 10 am meeting in the morning has been rescheduled to 12pm.

Yourself: Okay, Uncle. I will tell Dad once he comes back.

Exercise 4: Write a Message from Notes.

Take a look at the following notes from the notepad of Ms Meena Krishnan, Principal of R M Public School, Delhi. As her assistant, you have to draft a message on her behalf to Mr. Ram Sharma, the Vice Principal of the school.

Notes

- Meeting at 10.30 am in the Principal's office
- Topic of Discussion: Interschool Sports Meet
- Review of preparations
- Another meeting at 11.30 with the coordinators and in charge to check the progress of sports meet preparations.