

**PARAGON CONVENT SCHOOL, SECTOR 24B, CHANDIGARH**  
**CLASS- V (GRAMMAR)**  
**MESSAGE WRITING**

**WHAT IS MESSAGE WRITING?**

A message refers to a brief piece of information that you write down for a person when you cannot contact them directly. A message can be both written and oral.

**Example**

When you were not at home, your friend called and informed your sister about the cancellation of a plan for the next day. So, your sister will leave you a message before going out to inform you about your friend's call.

**FORMAT OF MESSAGE WRITING**

Here are the key elements you must include in message writing:

- **Heading:** You should begin with writing the heading as 'MESSAGE' in capital letters. It is supposed to be written in the centre at the top.
- **Date:** On the left-hand side, you have to write the date in expanded form.
- **Time:** It is mandatory to mention the time in a message, it can either be mentioned on the left under the date or on the right side adjacent to it.
- **Body:** It is the main passage, wherein you need to mention all the essential information. Do not use lengthy sentences, keep it short, precise and within 50 words.
- **Sender:** After writing the necessary information, the sender's name comes at the end on the left side.

<b>MESSAGE</b>	
<b>DATE</b>	<b>TIME</b>
<b>SALUTATION</b>	
<hr/> <b>(BODY OF THE MESSAGE)</b> <hr/> <hr/> <hr/>	
<b>NAME</b>	

**EXAMPLE:**

**You are Rita. Your mother had recently gone for a health checkup. You received a call from the assistant doctor regarding the result of her reports. Since you have to go out, you leave a message for her. Draft a message regarding the same in not more than 50 words.**

**Dr Kaushik:** Is this A/24, Geeta Colony?

**You:** Yes. May I know who is calling?

**Dr Kaushik:** I am Dr Priya Kaushik calling from Central Diagnostic Centre. I would like to speak to Mrs Sneha.

**You:** She is not at home right now.

**Dr Kaushik:** Could you please tell her that I have seen all her test reports. They do not show any serious problems and if there would be no improvement, we might take some more tests. I advise her to continue the same set of medicines for a week and I have fixed her appointment with the cardiologist for four o'clock at the Christ Hospital. She must reach there on time with all her reports.

**You:** Thank you, Doctor. I will convey her the same.

**MESSAGE**

**24<sup>th</sup> January, 2022**

**10:30 A.M**

**Dear Mom**

Dr. Priya Kaushik called to inform you that your test reports are fine. She informed me that some tests will also be conducted if there is no improvement. Dr. Kaushik has fixed an appointment with the cardiologist at the Christ Hospital. You have to be there by 4pm positively with all your test reports.

**Rita**