

## MESSAGE WRITING

### FORMAT

<b>MESSAGE</b>	
DATE TIME	
SALUTATION	
C O N T E N T	
WRITER'S NAME	

Answer to the Listening task.

<b>MESSAGE</b>	
3rd April 2020 3.30 pm	
Mummy	
Kavitha aunty had called up at around 10.30 am to inform you that an appointment for 10.30 a.m tomorrow has been fixed with the Deputy Commissioner. She will pick you at 10.05 am tomorrow. You have to study the files of the Ladies Club and prepare a note to be handed over to the D. C	
Suraj	

Assignment.

1) You are Safalya. You have to go to your friend's house to complete your mathematics project. Your mother has not returned from the market. So you decided to leave a msg for her. Now write the msg in not more than 50 words.

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