

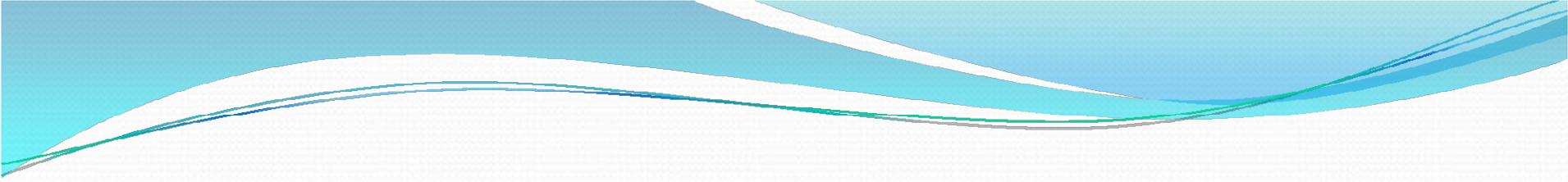
MODULE I

MONTH	- JUNE
CLASS	- VII
SUBJECT	- ENGLISH
TOPICS/CHAPTERS	- MESSAGE
TEACHER	- MRS. SANTHI A, KAL-2

MESSAGE WRITING

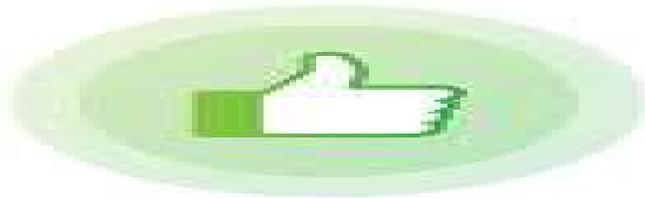






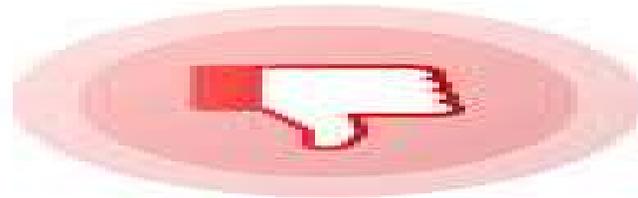
WHAT IS A MESSAGE?

- Short piece of information/ communication
- Sent to someone or for somebody
- when you cant speak to him or her yourself.
- Contains important information
- a method of conveying information in precise and lucid manner.



DO'S

- ✓ Use Appropriate style and language
- ✓ should be clear and to the point
- ✓ Must be in a box
- ✓ write only the Mandatory details
- ✓ Stick to the word limit (50 words).
- ✓ Indirect or reported speech must be used.
- ✓ Use appropriate format



DON'TS

- ✗ Do not add extra information.
- ✗ Do not use long sentences in the body of the message
- ✗ Don't skip box.
- ✗ Don't exceed word limit.

MARKING SCHEME - 5 marks

MESSAGE		FORMAT - 1 mark
Date	Time	(Title –Message, Date & Time, signature)
Name / salutation		Content - 2 Marks
Content/ body of the message		Details of the person called Information Follow –up
Signature Of the addresser		Fluency and accuracy - 2marks (Grammar, spelling, vocabulary, coherence)

CODING THE FORMAT

M - MESSAGE
D - DATE
T - TIME
N - NAME
C - CONTENT
S - SIGNATURE

Message **D**rawn from **T**elephone
Narration **C**onveying **S**ystem

Read the telephonic conversion and write the message for Raj in not more than 50 words.

- Rajesh : Can I speak to Raj? I am Rajesh from his school.
- Ramya : I am sorry. He is not at home.
- Rajesh : When will he be back?
- Ramya : He will be here in an hour.
- Rajesh : Could you please convey a message to him?
- Ramya : yes, I will
- Rajesh : He has to report at Chinnappa stadium at 7.00a.m tomorrow. The tennis match starts at 8.00a.m. Please tell him to carry his ID card, a bottle of water and a change of clothes
- Ramya : Yes I will convey the message to him.
- Rajesh ; Thank you

MESSAGE

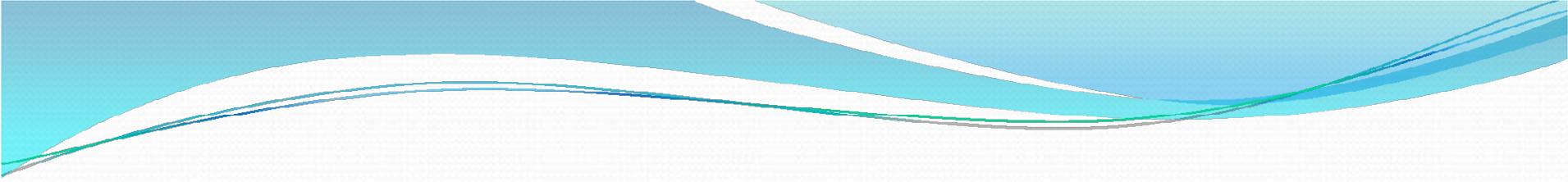
10TH APRIL, 2020

5 p.m

Raj

There was a phone call from _____ from
_____ when you had been to temple. He
conveyed to me that you have to _____. The
tennis match will start at 8.00 a.m. he has requested
you _____.

Ramya



TIPS for Content

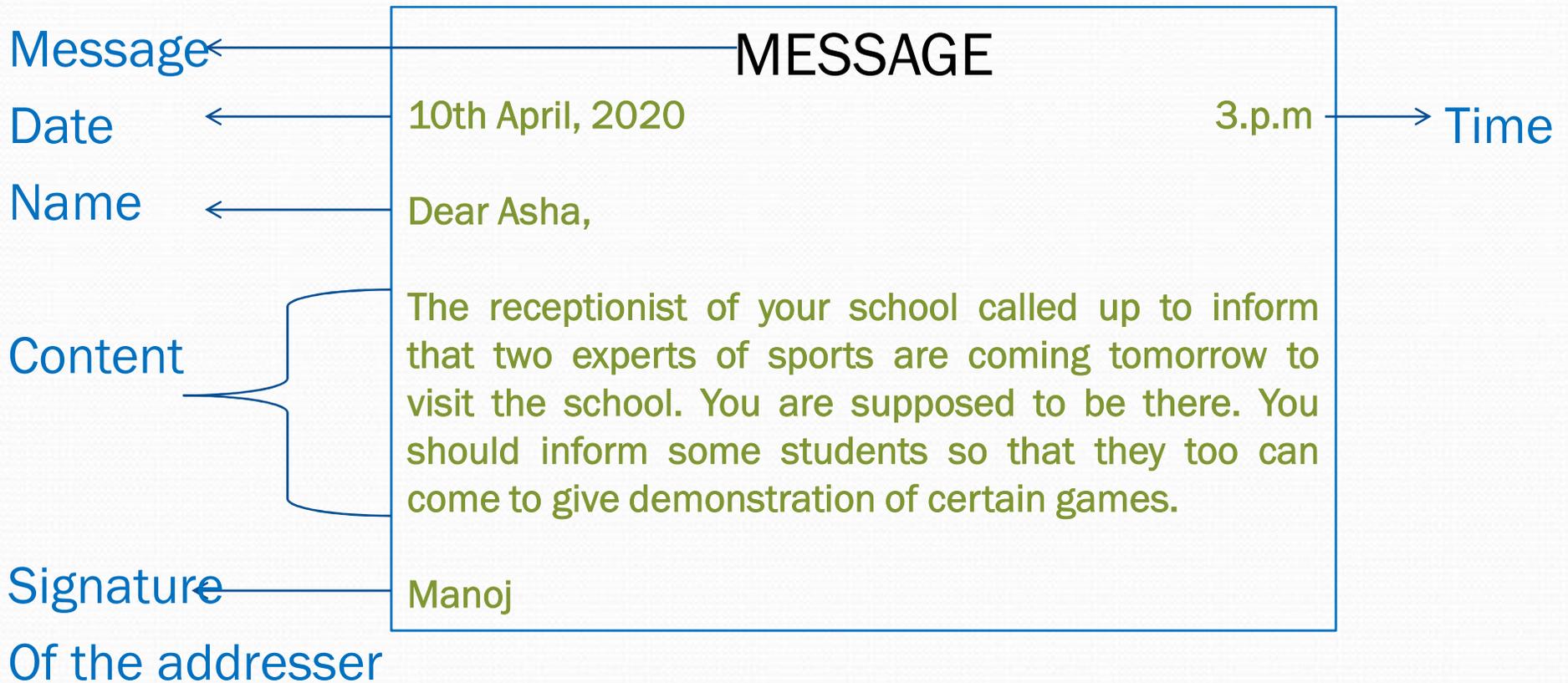
- Before writing a Message ask a few questions
- From whom the message is received - Mr. Rajesh
- From where - school
- What is the important message - report at chinnappa stadium at 7 .00 a.m
- What is the follow up if any - to carry id card, water bottle and change of clothes

EXAMPLE

Manoj had the following conversation with the receptionist of St. Stephen School. Since he was going out immediately afterwards, he left the message for his wife Asha. Write the message in not more than 50 words.

- Receptionist : May I talk to Mrs. Gupta?
- Manoj : I am her husband. She is not at home at present. May I know who is calling.
- Receptionist : I am Natasha, calling from her school.. Actually two experts of sports are coming tomorrow to visit the school. She is also supposed to be here. Also tell her to inform some students so that they too can come to give demonstration of certain games.
- Manoj : Don't worry, I'll give your message. She will reach school tomorrow.
- Receptionist : Thank you

Format of Message Writing



ASSIGNMENTS

1. Read the following conversation. Then write a message for Mr. Rao on behalf of Suresh in not more than 50 words.

Sheshu : Hello! This is Seshu from Lucknow. Can I speak to Mr. Rao? I am friend of his son, Madhav Rao.

Suresh : This is Suresh Rao. My uncle is not here at the moment. We heard about the earthquake. Is Madhav all right?

Sheshy : Yes, he's okay now. But he had a fall during the earthquake and he broke his left leg.

Suresh : OMG! Is he in hospital?

Sheshu : Yes, He is at the Apollo hospital here. Would you please ask his family to reach soon?

Suresh : Of course, I will. Thank you for calling.

Write a message on behalf of Ajay.

Ajay's father from hospital called to inform that he has been deputed to corona ward due to the rise of covid 19 patients. He will not be able to come home as he has to quarantine himself while treating the patients.

Since Ajay has to report to his duty, he leaves the message for his mom.

Thank
you

