

VASISHTHA GENESIS SCHOOL, BARDOLI

(Academic Session: 2025-26)

Date: _____ Class: 6th Div: _____ Roll No: _____ Sub: English
Name: _____ Worksheet: Writing Skill (WS -1)

Message Writing

What is Message Writing?

Message Writing – A message is a short piece of information that you give to a person through another person when you cannot speak to him/her directly.

Format

HEADING– Message writing begins by writing the word “Message” in bold and capitals. It is written in the middle of the line. This is done in order to catch the attention of the person for whom the message is drafted.

DATE– The date is written on the left-hand side of the page. It is written in expanded form.

TIME– Time can be written both on the left and right sides of the message. However, it is preferable for you to mention it on the right side in order to show a wise usage of space.

SALUTATIONS- Before writing the main content (body) of the message, it is important to address the reader. It helps in avoiding ambiguity and appears to be polite.

BODY– It is the main content of the message wherein you provide all the information that needs to be conveyed to the person you are unable to contact. It is important to stick only to vital information and keep the body of the message short and crisp. Avoid using long sentences.

SENDER– Once you are done with the body of the message, mention your name (or the one given in the question) on the left-hand side of the page. This helps the reader to identify the sender of the message.

Enclose the message within a box.

i. Read the following telephonic conversation between Rahul and Sonu. Sonu is about to leave for school and will not be able to meet her brother Mohit. She leaves a message for him. Write the message in about 50 words.

Rahul: Hello! Can I speak to Mohit, please?

Sonu: He is not at home. I'm his sister. Would you like to leave a message for him?

Rahul: I'm his friend Rahul. Kindly tell him that tomorrow we are going to Pragati Maidan, where a book-fair is going to be held. Tell him to call me in the evening, in case he is interested.

Sonu: Ok. I will pass your message to him.

MESSAGE

16th September 20XX

10:00 am

Dear Mohit,

Your friend Rahul had called when you were not home. He called to inform you that he along with some more friends are going to the Pragati Maidan to attend book fair. He has asked you to call him in the evening if you were interested to join him.

Sonu

ii. Read the following telephone conversation between Nitin Gupta and a caller from a hospital. The caller wants to talk to Brij Mohan but he is, at present, not in the office. He will be back only at 4 pm and Nitin will leave office before that. Thinking yourself as Nitin and using the telephone conversation as the subject, write a message for Brij Mohan in not more than 50 words.

Caller: Is it 5942361 ?

Nitin: Yes.

Caller: May I speak to Brij Mohan ? I have to talk to him urgently.

Nitin: He is not here at present. He has gone out and will come at 4 pm.

Caller: In that case, will you kindly leave a message for him ? It is really urgent.

Nitin: Yes, of course. But I am also going out on an important work. However, you needn't worry. I shall leave this message on his table. What's it ?

Caller: All right. Kindly tell him that his mother has met with an accident and she is, at present, in the civil hospital. She has broken her thumb which is in plaster. She, otherwise, is all right. Please tell Brij Mohan to reach the civil hospital along with his wife.

Nitin: Oh ! I am sorry to hear it. Please don't worry. I shall leave the message for him.

Caller: Thank you very much.

Answer:

MESSAGE

20 March 20XX

10:00 am

Mr Brij Mohan

When you were away a person from Civil Hospital had called and informed that your mother met an accident. She is in Civil Hospital with a broken thumb but in plaster. But you need not to worry as I was informed that she is feeling all right. Reach the hospital with your wife.

Nitin

iii. Read the following telephone conversation between Neeraja and Sonam. Sonam is about to leave home and will not be able to meet Rohit. She leaves a message for him. Write that message, using not more than 50 words.

Neeraja: Hello ! Is that Sonam ?

Sonam: Speaking.

Neeraja: It is Neeraja here. Sonam, you know India International Trade Fair 20XX is on. I plan to visit it today.

Sonam: Oh ! it is a wonderful idea. But why not make it tomorrow ?

Neeraja: No. Tomorrow I am busy. Let's make it today. Surinder is coming with me. You bring Rohit with you.

Sonam: He is not at home at present. But rest assured, he will be happy to be with us. He expressed a desire to visit it earlier.

Neeraja: Then it is settled. Please wait for us at Gate No. 3 at 1.30 p.m. today. In case, you reach earlier, please wait for us. If we reach earlier, we shall look for you.

Sonam: Fine. It shall be all right. We shall reach in time.

Neeraja: All right. Bye till then.

Sonam: Bye.

Answer:

MESSAGE

23 September 20XX

9:00 am

Dear Rohit,

There was a call from Neeraja in your absence. We have planned to visit India International Trade Fair 20XX today. Neeraja and Surinder will wait for us at 1.30 pm today at Gate No. 3. I will be back from office at 12 noon to go there together. Please wait till then. I will tell you everything, when I meet you.

Sonam

IV. Write a message to be left at the desk of Anu about a telephone received for her when she was away.

Karan: Hello. Is it 3319167 ? Could I talk to Anu, Annu Malik who works in purchase section.

Receptionist: That's right. But I'm afraid , Miss Annu Malik has not yet arrived.

Karan: Could you convey to her that her mother is quite serious in Chandigarh and she should leave for Chandigarh immediately. She is very critical, in the state of coma.

Receptionist: So sad. Anything else that I must convey.

Karan: Yes, that she should carry sufficient clothes. You never know about a patient in coma. I'm sure you will do this favour. Could you inform her?

Receptionist: Yes. I'll. I can understand the urgency. I pray for her recovery. Bye. By the way whom was I talking to?

Karan: Karan, Karan Bhatia, her next door neighbour in Chandigarh.

Answer:

MESSAGE

25 September 20XX

9:00 am

Ms Annu,

When you were away there was a telephone from Karan Bhatia, your neighbour in Chandigarh. He called to me at the reception. He informed me that your mother is quite serious and she is in coma. So you reach Chandigarh at once, with sufficient clothes.

Receptionist

Read the following passage and answer the questions:

In the small village of Greenwood, nestled between rolling hills and wide meadows, there stood an ancient tree unlike any other. Its trunk was twisted, its bark silvery gray, and its leaves shimmered even without sunlight. The villagers called it *The Whispering Tree*. No one knew how old the tree was, but legends said it could speak to those who truly listened. Twelve-year-old Lila had always been curious about the stories. One bright autumn afternoon, while walking her dog Toby, she stopped beneath the tree. A cool breeze rustled the leaves, and for a moment, Lila thought she heard her name.

"Lila..."

She looked around. No one was there. Her heart raced. "Hello?" she whispered, feeling a bit silly.

To her surprise, the leaves swirled again, and a soft, gentle voice replied, *"I've been waiting for someone like you."* The tree told Lila that every hundred years, it could speak to one person who was kind, brave, and full of questions. The tree needed her help: its roots were drying because the village had built a road that blocked a small underground stream.

Lila ran home and told her parents, but they laughed. "Trees don't talk, honey," her father said. Only her grandmother nodded thoughtfully.

The next day, Lila brought a spade and carefully dug near the tree. After hours of digging, she found the blocked stream! She moved the stones and mud, and water began to trickle back toward the roots.

The leaves sparkled brighter than ever. "Thank you," the tree whispered. "Now I can keep protecting Greenwood."

From that day on, the tree never spoke again. But every time Lila passed by, the leaves rustled gently—as if saying hello.

1. Where is the story set?

- A. A busy city near the sea
- B. A village called Greenwood
- C. A forest with wild animals
- D. A mountain near a castle

Correct Answer: B. A village called Greenwood

2. Why did the villagers call it *The Whispering Tree*?

- A. Because it made loud noises
- B. Because animals lived in it
- C. Because legends said it could speak
- D. Because it dropped its leaves

Correct Answer: C. Because legends said it could speak

3. What made Lila special according to the tree?

- A. She could fly
- B. She was rich and famous
- C. She was kind, brave, and curious
- D. She had magic powers

Correct Answer: C. She was kind, brave, and curious

4. What problem did the tree face?

- A. It had no sunlight
- B. Its roots were drying up
- C. It was being cut down
- D. It was struck by lightning

Correct Answer: B. Its roots were drying up

5. What lesson can be learned from this story?

- A. Always listen to grown-ups
- B. Magic trees are dangerous
- C. Small actions can make a big difference
- D. Never walk alone in the forest

Correct Answer: C. Small actions can make a big difference