

MESSAGE: Fact Sheet



You write short messages on your phone or in a chat, often to friends or people you know well.

A task for writing a message can look like this:

This tells you about the **situation you are in.**

Emma is a student from London and in your class for this semester. You borrowed her calculator for your maths homework. Sadly, you broke it. You are very sorry and write her a **message**.

The **picture** can help you understand the situation.



This tells you **why** you should write this text.

This tells you **what** you should write.

In your **message** to Emma, you should:

These **bullet points** tell you what you should write about.

- explain what happened
- tell her how you feel about the situation
- ask her what she wants you to do

Write around **40–60 words.**

This tells you **how many words** you should write.



Look at this model text. It shows you all the features of a message.

Opening

*About bullet point 1:
Explain what happened*

*About bullet point 2:
Tell her how you feel about the situation*

*About bullet point 3:
Ask her what she wants you to do*

Closing

Hi Emma,

Bad news! My cat knocked your calculator off my desk. It fell to the floor and now it **doesn't work** anymore.

I'm really sorry about that! You were so **helpful** and now I **feel terrible**.

Would **you** like me to buy **you** a new calculator or just give **you** the money?

So sorry! **Tom**

(56 words)



*Say **hello** to the person you are writing to.*

*Give the **most important** information.*

*Give **extra information** if you can.*

*Talk **directly to the person** you are writing to.*

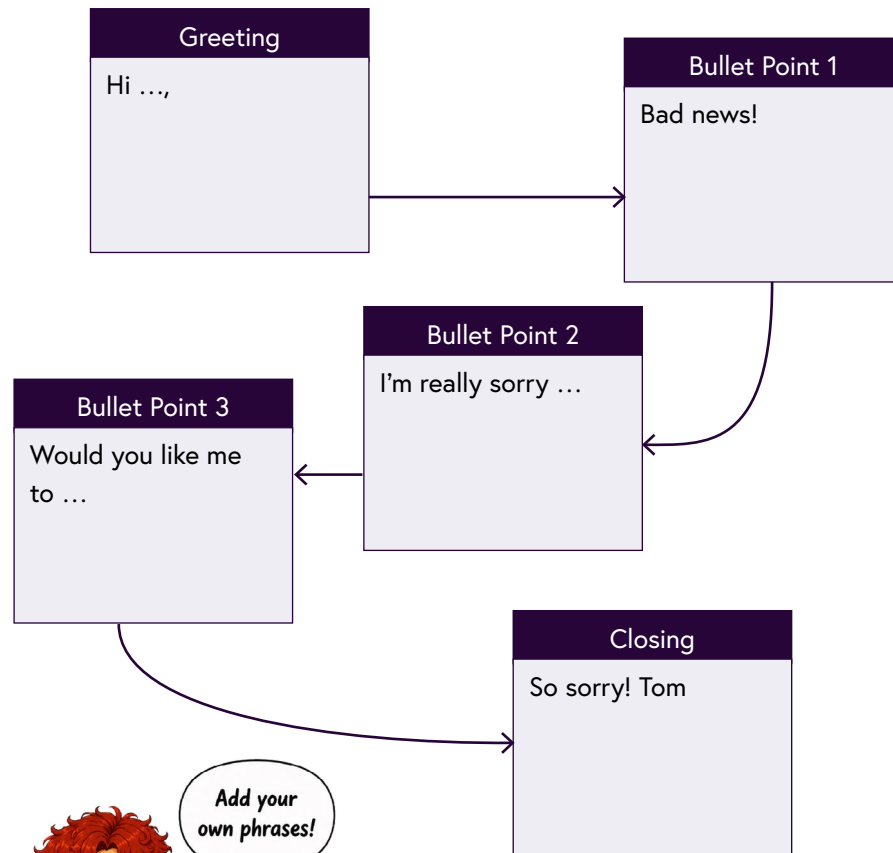
*Give your **name**.*

This is a **short text**. You should only write about two sentences for each bullet point.



MESSAGE: Flowchart

Your message should include these parts:



MESSAGE: Checklist



Use this checklist to see if your message includes everything.

Read these sentences. Have you done this? Then tick it off.



I wrote a greeting. ☐

I talked to the reader directly in my message (I used *you, your, ...*). ☐

I wrote about all three bullet points. ☐

I wrote about two sentences for each bullet point. ☐

I connected the different parts in my message (for example, I used pronouns). ☐

I wrote a closing and my name. ☐

I wrote a short message (about 40–60 words). ☐

I carefully checked my message for mistakes. ☐

My notes: