

How to write a MESSAGE

1

Think about text messages you wrote to people in your class or got from them.

- a. What were they about? Tick (✓) the options below and add one more idea.

The text messages were about ...

☐ homework for tomorrow

☐ something funny that happened in class

☐ inviting someone to a party

☐ what you need to study for a test next week

☐ who does what for a group project

☐ what grade you got on a test

☐ being sick and missing school

☒



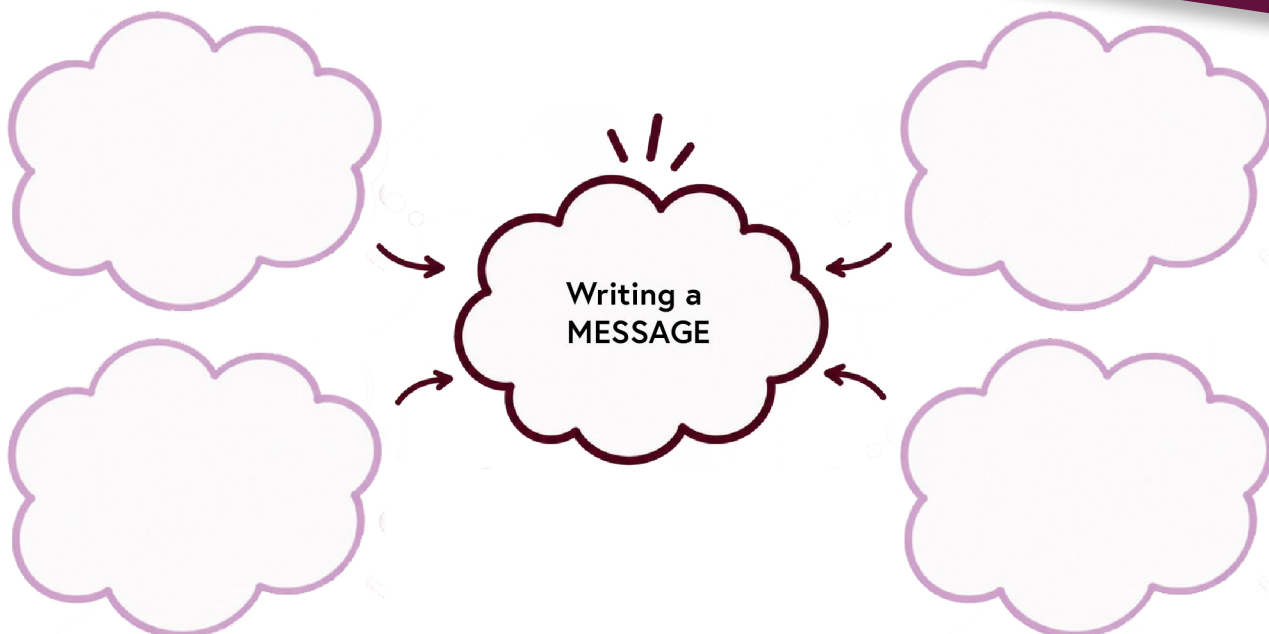
You write short messages on your phone or in a chat, often to friends or people you know well.



- b. What do you often do when you write a message?
Write your ideas in the thought bubbles.



A message is usually about something important. They often need a quick answer.



2

Read this writing task carefully. What should you do?
Tick (✓)TRUE or FALSE.

I should write a text that ...	TRUE	FALSE
1 ... asks what I should do.	☐	☐
2 ... says why the calculator broke.	☐	☐
3 ... says sorry to a girl in my class.	☐	☐
4 ... asks my parents for a new calculator.	☐	☐
5 ... is about 50 words long.	☐	☐
6 ... everyone can read online.	☐	☐

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**.



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

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

Write around **40–60** words.

3 Arben wrote a message to Emma. Read his message to Emma.



- a. Each part (1-5) of the message has a different job.
Match each part with the labels on the right. Fill in the numbers 1-5.

1	Hi Emma,
2	Bad news! My cat pushed your calculator off the desk. It fell to the floor and now it doesn't work.
3	I'm really sorry about that! You were so helpful and now I feel terrible.
4	Should I buy you a new calculator? Or should I just give you the money?
5	So sorry! Arben (56 words)

	Tell her how you feel
	End your message
	Say hello
	Explain what happened
	Ask what she wants you to do

- b. Underline all the words in Arben's message that talk directly to the reader.



Look für pronouns!



Talk to your reader directly.

4 Now read Elena's message to Emma.

Hello Emma! My little brother is so annoying. He always comes into my room, hides somewhere and then jumps out to scare me. Sometimes he even takes my things and puts them in other places in the apartment just to annoy me. Do you remember you gave me your calculator so I could do my maths homework? My brother came into my room, took your calculator and ran away. I shouted at him to give it back, but he ran back to his room. When I went to get it back from my brother's room, I dropped it and now it doesn't work. I feel really bad about this and I'm sorry I didn't keep it safe. I know it's really important for school, because you don't have another one. What would you like me to do? Should I buy you a new one or pay for the repair? I could also ask my dad if he can fix it. Please let me know! Elena

- a. Why doesn't it work as well as Arben's message?

It is too _____.

It has too much extra _____, so the main idea is not clear.

- b. Cross out all the sentences in Elena's message that are not important.



c. Now write the sentences that are left in the correct box below.

Opening	
Explain what happened	
Tell her how you feel about the situation	
Ask her what she wants you to do	
Closing	

5

Use the sentences from the box to complete the table below.



Use your own words.
Don't use longer
phrases or sentences
from the task.

Should I buy you a new calculator?	It has stopped working.
My dog took it and broke it.	I'm sorry for breaking it.
I feel bad because I wasn't careful.	Now the screen is broken.
When I picked up my bag, your calculator fell out.	Should I get it repaired?

The writing task says:	You could write...
	(1)
Sadly, you broke it.	(2)
	(3)
Explain what happened	(4)
	(5)
Tell her how you feel about the situation/ You are very sorry.	(6)
	(7)
Ask her what she wants you to do	(8)

6 Complete the sentences with the pronouns and short words in the box.



Don't use the same words again. Use pronouns (e.g. *it, they, that*).

that – it – one – she – its – it

- My sister played with the calculator and _____ wasn't careful.
- I pressed the wrong button on the calculator and now _____ doesn't turn on again.
- My dog stepped on the calculator and now _____ screen is cracked.
- I dropped the calculator on the floor and _____ broke. I'm so sorry about _____.
- Should I buy you a new _____?

7 Think back to what you have learned about writing messages. What are three important things you want to do when you write your own message?

My top three:

1

2

3



 Use the **KEY** to check your answers.



WRITE YOUR OWN MESSAGE