

Write your own MESSAGE



Check the **MESSAGE Fact Sheet** & remember what you learned in **How to write a MESSAGE**.



GET READY

- 1 Read this writing task carefully. What does it ask you to do?

You're working on a school project with Henry, a student from England. You have to present your project tomorrow, but you forgot to finish the presentation. Write a **message** to Henry.



21:15

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

- explain why you forgot to finish the presentation
- describe how you feel about the situation
- give an idea of what to do about it

Write around **40–60** words.

- 2 Think about these questions. Write short notes.

How do you start your message to Henry?

Why did you not finish the presentation?

How do you feel about the situation?

What could you do about it?

How do you end your message to Henry?



TIME TO WRITE

3 Write your message.

- Put the writing task next to you.
- Use your notes from Task 2.



TIME TO CHECK

4 Check your own message.

- Read your message again and use the checklist.
- Tick (✓) what you already did. Take notes of what you want to change.



What to check:	✓	What to change:
I wrote a greeting.	☐	
I talked to Henry directly in my message (I used <i>you</i> , <i>your</i> , ...).	☐	
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.	☐	

5 Use your notes from the checklist and make changes in your text.



6 Check your classmate's message: Swap your text and this checklist with a classmate.

- Read their message carefully.
- Tick (✓) what they already did or give an idea of what to change.
- Mark their mistakes and add short comments in their digital document.



What to check:	✓	What to change:
You wrote a greeting.	☐	
You talked to Henry directly in your message (you used <i>you, your, ...</i>).	☐	
You wrote about all three bullet points.	☐	
You wrote about two sentences for each bullet point.	☐	
You connected the different parts of your message (for example, you used pronouns).	☐	
You wrote a closing and your name.	☐	
You wrote a short message (about 40–60 words).	☐	
I carefully checked your message for mistakes.	☐	

Your message ...

- ☐ 😊 is great!
- ☐ 😐 is OK.
- ☐ 😞 needs more work.
- ☐ _____

7 Return your classmate's message and this checklist.

8 Use your classmate's feedback and make changes in your text.

