

# 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 again.

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.

### 2 Think about these questions. Write short notes.

How do you start your message to Emma?

What happened to the calculator?

How do you feel about the situation?

What do you ask Emma?

How do you end your message to Emma?

## 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.                                                              | <input type="checkbox"/> |                 |
| I talked to Emma directly in my message (I used <i>you</i> , <i>your</i> , ...). | <input type="checkbox"/> |                 |
| I wrote about all three bullet points.                                           | <input type="checkbox"/> |                 |
| I gave a little bit of extra information for each bullet point.                  | <input type="checkbox"/> |                 |
| I used pronouns.                                                                 | <input type="checkbox"/> |                 |
| I wrote a closing and my name.                                                   | <input type="checkbox"/> |                 |
| I wrote a short message (about 40–60 words).                                     | <input type="checkbox"/> |                 |
| I checked my message for mistakes.                                               | <input type="checkbox"/> |                 |

### 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.                                                          | <input type="checkbox"/> |                 |
| You talked to Emma directly in your message (you used <i>you, your, ...</i> ). | <input type="checkbox"/> |                 |
| You wrote about all three bullet points.                                       | <input type="checkbox"/> |                 |
| You gave a little bit of extra information for each bullet point.              | <input type="checkbox"/> |                 |
| You used pronouns.                                                             | <input type="checkbox"/> |                 |
| You wrote a closing and your name.                                             | <input type="checkbox"/> |                 |
| You wrote a short message (about 40–60 words).                                 | <input type="checkbox"/> |                 |
| I checked your message for mistakes.                                           | <input type="checkbox"/> |                 |

### 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.

