

# Writing Messages and Notes

## **Levels**

Low intermediate +

## **Aims**

Practice a writing activity applicable to daily life

## **Class Time**

1 hour

## **Resources**

Chalkboard or overhead projector (OHP)  
Message cues handout (see Appendix)

## **Appendix: Sample Message Cues Handout**

**T**his activity introduces the writing of letter and job applications.

### **Procedure**

1. Use the chalkboard or OHP to illustrate an example of formal and informal messages generated by you, the students present, or previous students. Have students pick out elements of the messages that identify them as formal or informal, for example, slang, casual greetings, polite formulas.
  2. After a discussion of when and how to use each writing style, pass out the handout on which are written cues for students to generate their own messages. Encourage students to add individual details to their messages to match their own experiences.
  3. After writing several messages covering a variety of topics and styles, have students model their messages on the chalkboard and encourage comment from the other students in terms of appropriateness of style, expression, and grammar.
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1. You have arranged to meet your roommate at a restaurant at 8 p.m. tonight, but you realize that you have to spend the evening in the library to study for a test tomorrow. Write a note to your roommate telling her that your plans have changed.
  2. On Monday, you missed your economics class. You go to see your professor to give him an explanation, but he is not there. Write a note giving your explanation of why you were not in class.
  3. You have some important information to give to your friend, but when you go to his apartment, he isn't home. Leave a note telling him the information.

4. You have a problem in your apartment and you go to see the landlord, who unfortunately, is not at home. Write a note explaining your problem and requesting her assistance as soon as possible.
5. Your girlfriend is coming over to your apartment at 6 p.m., but you won't be able to get there until 6:30 p.m. Write a note to leave on your door telling your friend to wait or where to meet you later.
6. Your daughter was sick last week and had to stay home from school. Write a note to her teacher explaining her absence.
7. Your mother is going shopping later today, but you forgot to ask her to get some food items for your camping trip this weekend. Write your mother a note asking her to pick up some food for you.
8. You want to play tennis after work today, but you forgot to ask your partner. Leave a message asking him to call you at work to arrange a time.
9. Your friend lent you a book that you needed to complete an assignment. When you return the book he is not home. Write a note thanking him for the loan of the book.
10. Think of a situation recently in which you had to leave a note for someone. Write down what you said in your note.

## Contributor

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