

INTERMEDIATE UNIT 3

messages

speakout WRITING TIP

Messages and notes are short and usually contain informal language. When we write them, we often miss out unimportant words. Notes and messages can also contain abbreviations like phone text messages. Look at this message:

Can u phone John asap? He's got the keys 4 2mrw. Dan

What do *u*, *asap*, *4* and *2mrw* represent?
u: you
asap: as soon as possible
4: for
2mrw: tomorrow

1A Read the following messages. Which are requests, which give information and which are invitations?

A *Brian – lost my keys.
If you find them,
give me a call.
Gina*

B *Can you pick me up from
hockey practice tonight,
mum?
Thanks.*

C *Want a coffee?
I'm in Gourmet Café.
Mike*

D *George, the Health Centre
called.
You forgot your
appointment with the
doctor again!
Rx*

B What do you think the relationship is between the person writing the message and the person they are writing to?

2A Read the messages below. Are they business or personal? In which messages does the person have to do something?

B Rewrite the messages using as few words as possible and only include the most important information.

A *Your wife phoned.
Can you please buy a carton of milk from the shops on your way home from work tonight?*

B *Mum, I've gone to the library to study for tomorrow's exam. I'll be back in time for lunch.
Jane XX*

C *Do you want to go to the football match with James and me on Saturday at 11 am? Please let me know today as I'm getting the tickets tomorrow morning.*

D *Mrs. Lucy Green has called from Adamson and Company. Can you please call her back as soon as possible? Her telephone number is 0568 453871.*

3 Write short messages for each of the situations below.

- You want your sister to buy a newspaper for you when she goes out.
- You're going to a friend's house for dinner. Tell your parents.
- Paul calls to speak to your dad. Your dad isn't at home. Paul wants your dad to phone him later.
- You want to invite a friend to lunch at your house.

Plan your writing

- Think about who the message is for and what the key message is.
- Remember to include only information that is absolutely necessary.

Check your writing

- Have you used informal language? Have you missed out unimportant words?
- Have you checked your grammar and spelling?
- Did you find any mistakes?