7th Message Writing

Q1.Read the following telephone conversation between Anu and Ravi. As Ashutosh is not at home and Anu herself has to leave for her aerobic classes followed by a movie, she write a writes a message for Ashutosh. Write the message from Anu to Ashutosh in into more than 50 words and put it in a box.

Ravi : Hello! Is it 2411735?
Anu : Yes, May I Know who is on the line?
Ravi : Hello, Anu, I am Ravi, a friend of Ashutosh.
Anu : Hi, but I am sorry to say that he is not at home. He has gone to the market.
Ravi : Do me a favour. Tell him that tomorrow while going to school he should pick me up as my scooter has been sent for servicing.
Anu : O sure! Anything else?
Ravi : Yea, just tell him that he should ring me up today.
Anu : O.K. Bye !
Ravi : Thanks and bye.

LEARNING WITH INNOVATION....

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_Q2. Read the following telephone conversation which took place between Mr. Kapoor and Gaurav. As Gaurav's father is not at home and he himself has to leave for a trip to Shimla, he writes a message for his father. Write the message from Gaurav to his father in not more than 50 words and put it in a box.

Mr. Kapoor : Is it 553085?
Gaurav : Yes, who is calling?
Mr. Kapoor : I am Rohit Kapoor from Raymod India Ltd. I would like to talk to Mr. Modi.
Gaurav : Mr. Modi is not at home. I am his son speaking. I shall convey your message to him.
Mr. Kapoor : Tell Mr. Modi that there is a meeting of the Directors at 11 a.m. tomorrow in the office and he should bring the file of ANNUAL REPORT.
Gaurav : Yes, Sir ! I'll definitely give him the message. Thank you.
Mr. Kapoor : My Pleasure.

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