

16.1 Writing: a useful short message

Name: _____ Class: _____ Date: _____

Total: 22 marks

KEY WORDS five-part skeleton

Writing: a useful short message

Objective

Supported preparation: Build the five-part message skeleton; Fix capitals and end the ask with a question mark. This is original classroom practice, not an official exam paper.

1 Key knowledge and worked examples

Message toolkit. The skeleton: greeting (Hi for friends, Dear for adults), purpose (one line by line two), details (day, time, place), request (please carries it), sign-off (Thanks after a request; Best when neutral). Punctuation: full stop, question mark, exclamation (rarely); capitals start sentences, names, days, months and the word I. A message is a hand, not a story.

2 Practice

2.1 Name the five parts of the skeleton in order. [5]

2.2 Which greeting suits a teacher: Hi or Dear? [1]

2.3 Which sign-off after you asked for something: Thanks or Best? [1]

2.4 Fix the capitals: thanks, see you on monday. [3]

2.5 What mark turns Dinner at 7 into a question? [1]

3 Exam-style questions

3.1 (*Label style.*) Label the five parts: Hi Dad, I am at Li's house. Dinner at 7? Love, Mei. [5]

3.2 (*Write style.*) Write a two-line running-late text to your teacher: apologise, give the new time, and ask them to wait. [3]

3.3 (*Fix style.*) Repair this message so every part is present and correct: today the bus was full and there were people everywhere and i could not call you. [3]

Solutions

2.1 Greeting (1); purpose (1); details (1); request (1); sign-off (1).

2.2 Dear (1).

2.3 Thanks (1).

2.4 Thanks (capital T) (1); see you (no change needed) (1); on Monday (capital M) (1).

2.5 The question mark (1).

3.1 Hi Dad: greeting (1); I am at Li's house: purpose (1); Dinner at 7: details plus question-request (1); Love: sign-off word (1); Mei: name (1).

3.2 Apology named (Sorry or equivalent) (1); a new time stated (1); a request present (Please wait or equivalent) (1). Example: Hi Ms Gao. Sorry, the bus is late. I arrive at 8.50. Please wait two minutes. Lin.

3.3 Fault named: the story buries the point (1); repair with greeting present (1); repair with time and question-request present, for example: Hi Mum, my bus was full. I arrive at 6. Is that OK? Mei (1).

Local review guidance: (R1) 3.1 labels in order; 3.2 checks the three moves; 3.3 moves the point up front. Authored guidance.