

Message writing

Ques 1.) You received a call for your father when he was not at home. On the basis of your conversation, write a message in not more than 60 words for him. You are Rajeev/Rajni.

Rashmi: Hello, is it 94376265

Rajeev: Yes. May I know who is on the line?

Rashmi: This is Rashmi here. Could I talk to Mr. Ram Lal?

Rajeev: My father is not at home. You can give your message to me.

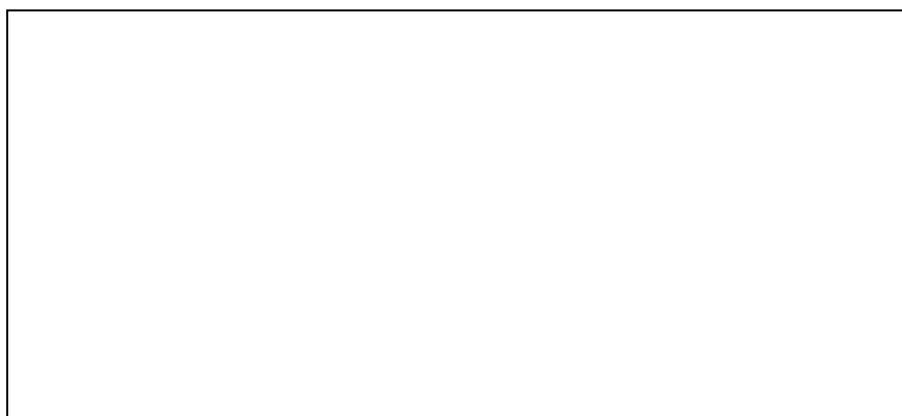
Rashmi: OK! Please note down. The meeting with his boss has been postponed and will be held at Asoka hotel on 9th October, 2016 at 3.00 pm.

Rajeev: Ok! Maam.I shall convey the message to my father.

Rashmi: Thank you.

A large empty rectangular box with a thin black border, intended for writing a message. A faint watermark 'www.studiestoday.com' is visible diagonally across the box.

Ques.2) You are Amit/Amita working for waters India pvt.ltd. You have an important meeting with the delegates who are coming from America. But you have forgotten your important documents in your room. Write a message for your brother telling him to give the documents to the peon. Put the message in a box.

A large empty rectangular box with a thin black border, intended for writing a message.