

# Writing

In this section, you will learn how to:

- write short functional text in the form of messages and announcements;
- get the meaning of short functional text in the form messages and announcements.

After learning the lesson in this section, you are expected to be able to:

- write short functional text in the form of messages and announcements appropriately;
- write simple functional text for a puzzle appropriately.

## Practice 1

Answer the following questions orally.

1. Have you ever read a message or an announcement?
2. Where was it?
3. What did it say?

## Practice 2

Read the following message.

Mega writes a message to her friend, Samson. She wants to meet him at the library at 3:30 p.m. She says she'll be waiting at the main entrance.

Dear Samson,  
Please meet me at the library at 3:30 p.m. I'll be  
waiting at the main entrance.

See you later

*Mega*

Mega

## Practice 3

In pairs, complete each message below. The clues will guide you.

1. Write a note to your father. Ask him to pick you up at school at 3:00 p.m. Tell him that you will be waiting at the gate.

Dad,  
... at 3 : 00 pm. I'll be  
...

2. Leave a note for your friend, Dinda. Tell her that you are sorry. You will not be able to meet her on Friday. Ask her to call you later.

Dinda,  
I'm ..., I can't .... Just  
call ....

3. Write a note to your sister, Lisa. Tell her that you have to go early.  
Ask her to come to school.

Lisa,  
I have ..., just....

4. Write an announcement. The school board is going to have a meeting  
on Thursday, 10th March, 2005 at 10 o'clock. School will be over at

There will be a....  
On ... at....  
The school....