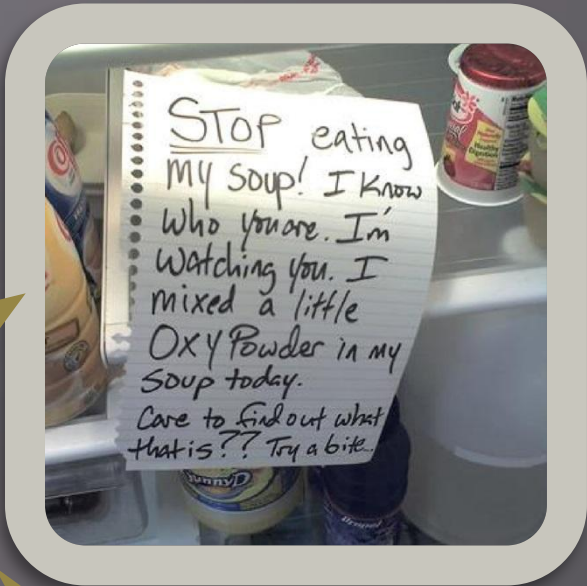


Spotlight 10

**Short
messages**



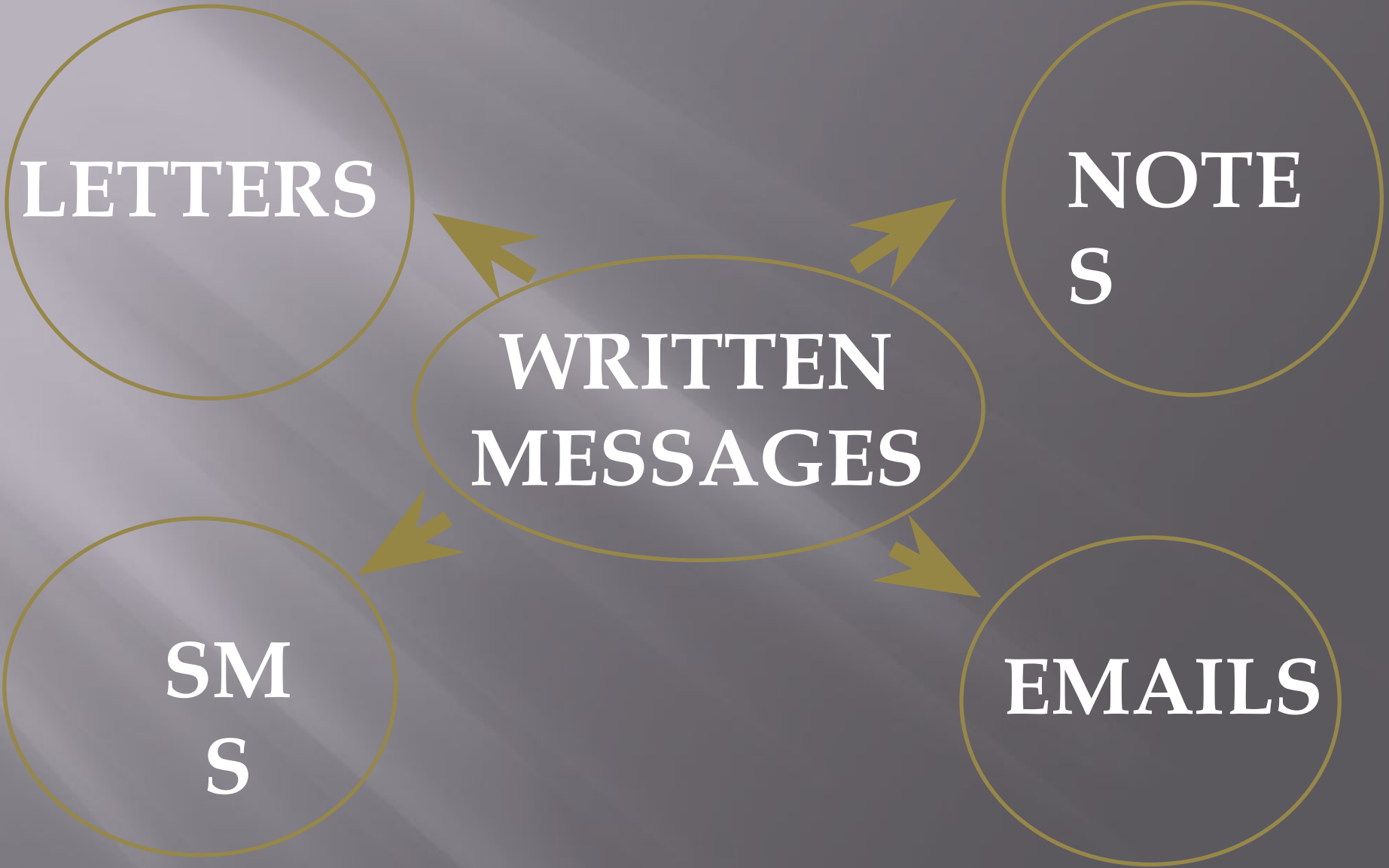
LETTERS

NOTES

WRITTEN
MESSAGES

SMS

EMAILS



SHORT NOTES/MESSAGES

1. In short messages we don't usually write:

- Greetings and polite expression

Hi, I hope you're well

- Unimportant information

2. We often leave out:

- Personal pronouns (*I, you, my*)

I hope you can come.

- Auxiliary verbs *do, have, are* at the start of the sentences.

Do you want ..?

- Articles (*a, the*)

The play starts...

3. We often use

the Imperative in short notes.

Phone if you can't come.

Short forms

I'll, won't, don't

Abbreviations

P.S, etc, e.g

4. We must write the important details of the message like the place and the time of the meeting.

Vicky

**Got 4 free tickets for
tomorrow evening!**

Want to go?

Play starts at 7.30.

**Why not me in café at night at
7?**

Inviting Rachel & Mark too.

Hope you can come.

Phone if you can't make it.

Pete xxx

1. **I've got** four tickets for tomorrow evening!

2. **Do you** want to

go?
3. **The** play starts at

7:30.
4. Why **don't** you meet me in **the** café at seven?

5. **I'm** inviting Rachel and Mark too.

6. **I** hope you can

come.
7. **Could you** phone me if you can't make it?

Abbreviations with numbers

- **some1** - someone
- **be4** - before
- **2day** - today
- **4u** - for you
- **gr8** - great
- **str8** - straight
- **w8** - wait
- **2u** - to you
- **u2** - you too

ASAP – as soon as possible

PLS, PLZ – Please

THX – Thanks

B2W – Back to work

?4U – Question for you

IDK – I don't know

CUL8R – See you later

LY – Love you

XXX – Kisses

CU 2morrow

Hope u ad gd day

Il try 2 call u b4

Av a gd day

Cnt u w8 4 me?

Ok 4 2morrow

Il be there @ 5

CUL8R

Luv U/LY

See you tomorrow

Hope you had a good day

I'll try to call you before

Have a good day

Can't you wait for me?

Okay for tomorrow

I'll be there at 5

See you later

Love you