KA-Consultants Ltd.
Do you have the drive to learn?
QuickFix
ENGLISH REFERENCE SHEET

BEGINNERS · BG45 · ENTRY 1

Writing a Note or Message

Write a short note or message for a real reason, then check it.

Supports Adult ESOL and Functional Skills English · Entry 1

In this sheet you will

- learn the parts of a note: who it is to, the message, your name
- write a note to your teacher, a friend or a neighbour
- take a phone message and check your writing

Next sheet: BG46 Filling in a Form 2: My Details

About this series

Free, practical English worksheets for adult learners, in class or at home. Practise speaking, listening, reading and writing through everyday situations.

Our philosophy

We help you understand, practise and grow in confidence.

Find more sheets for beginners

Scan the QR code, or go to **www.ka-consultants.com/quickfix** and choose Beginners.

Text, design and illustrations © 2026 Keystone Academic Consultants Limited. Free for educational use. Teachers may print and share this worksheet unchanged with learners. Please keep the Keystone attribution and share the link to the original resource.

Updated November 2026

LEARN The parts of a note

Who it is to	Dear Ms Patel, or Hi Sam,
The message	I can't come to class on Monday.
Why	I have a doctor's appointment.
The end	Thank you. or See you soon.
Your name	Ama

Dear for a teacher, a doctor or a manager. **Hi** for a friend or family.
Check: ☐ capital letters ☐ full stops ☐ no missing words ☐ spelling
Short forms in notes: can't = cannot I'm = I am I'll = I will

LISTEN Listen to the phone call. Complete the message.

Teacher: *the script is in the teacher area. Audio: Quick Fix Listening, BG45.*

Message for	_____
From	_____
Phone number	_____
Message	_____
	_____

SAY IT Listen and repeat. Then practise with a partner.

Omar Hello. Can I speak to Ms Patel, please?

Receptionist Sorry, she isn't here. **Can I take a message?**

Omar Yes, please. This is Omar Saeed. I can't come to class tomorrow.

Receptionist OK. **What's your phone number?**

Omar It's 07700 900456.

Receptionist Thank you. I'll give her the message.

Sound focus: Say phone numbers in groups: **oh seven seven oh oh … nine oh oh … four five six**

Your turn. Leave a message for your teacher. Your partner writes it. Change roles.

READ Read on your own first. Then answer.

A	B	C
Dear Ms Patel, I can't come to class today. I have a bad cold. Thank you. Li Na	Hi Sana, I have your parcel. Please come to number 12 after 5 pm. Ama	Imran, The dentist called. Your appointment is on Friday at 10:00. Ayesha

1. **These texts are** ☐ notes ☐ menus ☐ timetables
2. Which note is about a parcel? Note ____.
3. Why can't Li Na come to class? She has _____.
4. **True or false? Tick.**

	True	False
a) Note A is to a teacher.	☐	☐
b) Sana can get the parcel at 3 pm.	☐	☐
c) Imran's appointment is on Friday.	☐	☐

PRACTISE 1. Put the note in order. Write 1 to 5.

☐	Thank you.
☐	Dear Mr Brown,
☐	Wei
☐	I can't come to work today.
☐	My son is ill.

2. Complete the note. Use the words in the box.

Hi can't party See you

_____ Marco,

I _____ come to your _____ on Saturday. I am working.

_____ next week. Joseph

USE IT Write a note. Choose: to your teacher, a friend or a neighbour. Then check it.

You can use made-up details.

_____,

_____

_____

_____

I CAN Tick Yes or Not yet.

I can write a short note.	Yes	Not yet
I can take a phone message.	Yes	Not yet
I can check my note.	Yes	Not yet