

Writing file 2

Writing instant messages

1 What is Instant Messaging (IM)? Do you ever use it? When? How often? Do you use abbreviations in instant messages in your language?

2 John and Paul are business colleagues and friends who work for the same company. John is overseas on a business trip and from his hotel he is having an IM conversation with Paul. Read their conversation and answer these questions.

- 1 How successful has John's trip been so far?
- 2 Why has the conversation ended?

John Hi Paul, HRU?
Paul Gd, thx. HIG?
John OK, but the first meeting was CWOT. I met the director f2f but he said the product was not really VFM.
Paul ☹ the others?
John They went well. FYI I made 4 sales 😊
Paul GJ 😊 Hope tomorrow's as good.
John Me 2, GTG as OTP. B4N TTYL
Paul OK, CUL8R

3 The conversation includes many commonly used abbreviations. Look at the conversation and see if you can work out what they mean.

4 Here are the full words / phrases. Fill in the correct abbreviations from the conversation in 2.

- 1 Good:
- 2 Got to go:
- 3 Thanks:
- 4 How did it go?:
- 5 Face to face:
- 6 Value for money:
- 7 For your information:
- 8 Talk to you later:
- 9 Good job:
- 10 Bye for now:
- 11 See you later:
- 12 How are you?:
- 13 Complete waste of time:
- 14 On the phone:

5 Can you think of any other abbreviations used in IMs?

6 Rewrite these phrases / sentences in IM speak.

- 1 I don't understand what you mean:
- 2 I'm meeting him one-to-one:
- 3 As soon as possible:
- 4 Frequently asked questions:
- 5 To be announced:
- 6 Have a nice day:
- 7 Oh I see:
- 8 Laughing out loud:

7 This is the beginning of a text message that was really sent by a teenage student to her teacher. The teacher had asked her class to write a paragraph about their summer holidays. Can you work out what it means?

My smmr hols wr CWOT. B4, we used 2go2 NY 2C my bro, his GF & thr 3 kids f2f. ILNY, it's a gr8 plc

8 Read the IM conversation below and try to answer each line with an appropriate response.

Paul Hi. HIG?
John
Paul Fine, gd day?
John
Paul ?
John
Paul OIC, that's not gd, FYI Jeff's back from holiday, wants 121 with you asap.
John
Paul OK. CUL8R