



INDIAN SCHOOL AL WADI AL KABIR

Class: VII	Department: ENGLISH	Date of submission: DECEMBER 2025
Worksheet No. 18	Topic: NOTICE WRITING	Note: to be done in the notebook

NOTICE WRITING

A notice is a formal means of communication. The purpose of a notice is to announce or display information to a specific group of people.



A Notice should be written in the following format:

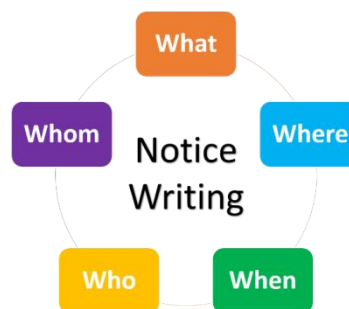
- The **name of the organization / institution** that is issuing the notice.
- The title '**NOTICE**'.
- The **date of issue**.
- The **date** should be shown on the **left-hand side**.
- A **heading or caption** to introduce the subject of the notice.
- The body of the notice, which includes details such as **date, time and venue**.
- A notice must carry signature and designation at the end. The designation should be put in **parenthesis**.
- Always write the notice in a **box**.



POINTS TO REMEMBER:

A well-written notice must inform the readers about the **5 Ws**:

- **What** is going to happen (that is, the event)
- **Where** it will take place
- **When** it will take place (that is, the date and time)
- **Who** can apply or is eligible for it
- **Whom** to contact or apply to (that is, the issuing authority)
- The notice should be presented within a box.
- The word limit for a notice is **40- 50** words.



FORMAT

	NAME OF THE INSTITUTION, PLACE (space)
Date:British Format	<u>NOTICE</u> (space)
	HEADING (space)
	(Body of the Notice)
(space)	
Signature	
NAME	
(DESIGNATION)	

SAMPLE NOTICE:

You are Ritika Singh/Ravi Singh, the Head girl/Head boy of St Mary's School, Agra. Draft a notice, informing the students of classes IX to XII about a workshop on 'table manners and etiquettes' to be held in the school premises. Give all the necessary details.

St Mary's School, Agra

16th December, 2025

NOTICE

Workshop on Table Manners & Etiquettes

Our School is organizing a workshop on 'Table manners and etiquette's' which will be held in the school auditorium on 16th December, 2025 (Tuesday) at 9:00 am. It is mandatory for all the students of Classes IX and XII to attend the workshop. For any type of query please contact the undersigned.

Sign
Ritika Singh/Ravi Singh
(Head girl/Head boy)

Exercise:

1. On account of the Founders Day of your school, an art competition has been organized for all classes. You are Sakshi/Sahil, the head girl or head boy of your school. Write a notice for all students and inform them about the details of the event. The notice should be within 40-50 words.
2. The annual inspection for middle classes of M.B. International School will be held on December 26, 2025. The vice-chairman of the education board will be inspecting the classes. Draft a notice, intimating the students about the same and ask them to be prepared for this inspection. You are Tushar/Tiah, Head Boy/Girl.