



INDIAN SCHOOL AL WADI AL KABIR

Class: XII	Department: ENGLISH	2026 - 27
WRITING SKILLS	Topic: NOTICE WRITING	

What is a notice?

A notice is a written or printed announcement. It is written in order to inform a large number of people about an event that has happened or is about to happen.

It could be an upcoming event, competition, **Lost, and found** notice or just a piece of information to be delivered to the targeted audience. It is generally written in a formal tone. Notices are factual and to-the-point.

The language used is **simple and formal**, not flowery. They are put up on display boards in schools or in public places.

Format of Notice –

Name of the issuing agency/authority
NOTICE
Date of issue/Release of the notice
Title/Subject of the Event
BODY
(Date/time/duration/Place/Venue)
Authorized signatory
(Name, Designation and signature)

Notice Writing– Marks Breakup

The breakup of 4 marks for **notice writing Class 12 (English writing skills)** as per CBSE guidelines is as follows:

Format	01 mark
Content	02 marks
Accuracy of Spelling and Grammar	01 mark
Total	04 marks

Points to Note:

1. Attempt the question within the prescribed word limit of 50.
2. Your answer shall include answers to all the 5 W's – What, Why, When, Where and Who.
3. Highlight the word “**NOTICE**” and “**TITLE**”. It can be either bold or underlined.
4. The title should be captivating and eye-catching.
5. Repetition of any information should be avoided.
6. Always enclose the notice in a box. Make sure you draw the box with a pencil.
7. Keep your notice short, crisp and to-the-point.
8. Make use of the information that is given in the question.
9. Make sure you do not mention your personal information.
10. Make use of all the available information in the question.
11. The purpose for which it is being written should be stated clearly.
12. Focus on presentation and clarity.

SAMPLE NOTICE

Question 1: The water supply will be suspended for eight hours (10 am to 6 pm) on 6th of May for cleaning of the water tank. Write a notice in about 50 words advising the residents to store water for a day. You are Karan Kumar/Karuna Bajaj, Secretary, Janata Group Housing Society, Palam Vihar, Kurnool.

Answer:

Janata Group Housing Society, Palam Vihar, Kurnool. NOTICE 01 May, 2026 <u>ATTENTION!</u>

This notice is to inform all the residents regarding the suspension of water supply for 8 hours. It is being done to clean the water tank. The details are as follows:

DATE- 6 May, 2025

TIME- 10 am – 6 pm

Hence, you are requested to store the required amount of water beforehand to minimise the difficulty. Any inconvenience caused is regretted.

Karan Kumar/ Karuna Bajaj
(signature)
Secretary

PRACTICE QUESTIONS

Question 2: While walking in a park in your neighbourhood you found a small plastic bag containing some documents and some cash. Write a notice in about 50 words to be put on the park notice board asking the owner to identify and collect it from you. You are Amar/Amrita 9399123456.

Question 3: You are Asma/Ashish, the Head girl/boy of XYZ International school. Your school is going to publish the annual magazine next month. Write a notice for the notice board of your school inviting students to submit write-ups.

Question 4: You are Ruhi/Rahul, Head Girl/Boy of ABC convent school. Your school is going to organize an inter-school singing competition. Write a notice for your school notice board inviting names of all the interested students.