



INDIAN SCHOOL AL WADI AL KABIR

Class: VIII	Department: ENGLISH	STUDY NOTES
	Topic: NOTICE WRITING	

WHAT IS A NOTICE?

Notice is a written or printed information or news announcement. Notices are either displayed at prominent places or published in newspapers/magazines. It is meant only for a selected group. Since a notice contains a formal announcement or information, its tone and style is formal and factual. Its language should be simple and formal. Notice is always brief and to the point.

Important Tips to be followed while writing a Notice

- Adhere to the specified word limit of 50 words.
- Write the word NOTICE at the top.
- Name and place of the school, organization or office issuing the notice should be mentioned.
- Give an appropriate heading.
- Write the date of issuing the notice.
- Clearly mention the target group (for whom the notice is to be displayed).
- Purpose of the notice.
- Mention all the relevant details (date, venue, time).
- Signature, name and designation of the person issuing the notice.
- Put the notice in a box.

MARKING SCHEME OF NOTICE

- Format title (Notice/Heading/Place/Date/Signature with Name and Designation)
1 mark
- Contents
 - (a) Where?
 - (b) When
 - (c) Target group
 - (d) Agenda(All within 50 words) 2 marks
- Expression- Coherence, spellings and grammatical accuracy 2 marks

FORMAT OF NOTICE WRITING

Name of the Institution/Organization/Office, Place

NOTICE

29th June 2020

Suitable Heading

The target group for whom the notice is. Date, time, venue and all-important details and any extra information that is needed (Body of the Notice, 50 words)

Signature

(NAME)

Designation

SOME EXAMPLES

Question 1.

As Principal of Sardar Patel Vidyalaya, Lucknow, draft notice in not more than 50 words informing students of the change in school timings with effect from the 1st of October. State valid reasons for the change.

Answer:

Sardar Patel Vidyalaya, Lucknow

NOTICE

22nd September, 2020

Change in School Timings

All students are hereby informed about a change in school timings from 1st October, 2020. The school will now start at 9 a.m. & end at 3 p.m. In the past few years, it has been seen that winters are rather severe and it becomes quite difficult to start early due to the extreme cold weather and dense fog. So these new timings will be followed till further notice.

Principal

Question 2.

You are Secretary of the History Club of Vidya Mandir School. Draft a notice in not more than 50 words informing students of a proposed visit to some important historical sites in your city.

Answer:

Vidya Mandir School

NOTICE

22nd September, 2020

Visit to Historical Sites

Members of the History club are hereby informed of a proposed educational visit to a few important historical sites in our city which is likely to be scheduled between the 28th and the 30th of Sep. Interested members are required to pay Rs.550 (inclusive of transport and snacks) during the zero periods to the undersigned by the 25th of September.

Secretary
History Club

Question 3.

As Sports Secretary of G.D.G. Public School, Pune, draft a notice in not more than 50 words for your school notice board informing the students about the sale of old sports goods of your school. You are Rohini/Rohit.

Answer:

G.D.G. Public School, Pune
NOTICE

29th July, 2020

Sale of Old Sports Goods

Students are hereby informed that our school is organizing a sale of its old sports goods like cricket bats, badminton & lawn tennis rackets, footballs, cricket & football gear etc. in the P.E. Room on 21st August, 2020. Those interested in purchasing these can visit the P.E. Room on the assigned date during their free periods or recess time.

Rohit
Sports Secretary.

Question 4.

You have found an expensive geometry box in the school playground. Draft a notice in not more than 50 words for the school notice board. You are Raj/Rani, Class XII, Angel School, Faridabad. (Delhi 2020)

Answer:

Angel School, Faridabad
NOTICE

31st October, 2020

Found A Geometry Box

Have found a red-coloured 'Faber-Castle' Geometry Box in the school playground during the 8th period yesterday. Owner may please contact the undersigned in her class between the 6th and the 7th period.

Rani
XII-C

Question 5.

You are Srinivas/Srinidhi of D.P. Public School, Nagpur. As Student Editor of your school magazine, draft notice in not more than 50 words for your school notice board inviting article sketches from students of all classes. (Delhi 2020)

Answer:

D.P. Public School, Nagpur
NOTICE

29th July, 2020

Bring in your Articles and Sketches

Students of all classes are hereby invited to submit their articles and sketches for the school magazine to the undersigned Latest by the 6th of August in Room No. 102 during the 5th period. Please ensure that your articles are neat and legible and your sketches are clearly drawn.

Srinidhi
Editor
School Magazine

Question 6.

You are Secretary of Gymkhana Club, Madurai. Write a notice in not more than 50 words informing the members to attend an extraordinary meeting of the governing body. Include details like date, time, venue etc. Sign as Prabhu/Pratibha.

Answer:

Gymkhana Club, Madurai
NOTICE

22nd September, 2020

Extraordinary Meeting of Governing Body

All members of the governing body of the Club are hereby informed to attend an extraordinary meeting on 24th September, 2020 at 4 p.m. in the Club Conference Room to discuss how to revise the Club's policy for defaulter members for long outstanding dues.

Prabhu
Secretary

Question 7.

Due to a sudden landslide and inclement weather, St. Francis School, Vasco has to be closed for a week. As Principal of that school, draft notice in not more than 50 words to be displayed at the school main gate notice board. (All India 2020)

Answer:

St. Francis School, Vasco
NOTICE

3rd January, 2020

School Closed for a Week

All are hereby informed that the school will remain closed for one week owing to the sudden landslide and inclement weather in the past few days. The school will re-open on the 11th of January, 2020.

Principal

Question 8.

You are Secretary of J.P. Narain Housing Society, R.W.A., Meerut. Draft a notice in not more than 50 words stating that the second instalment of maintenance charges falls due on 31st March 2011, and requesting the members to pay before the due date. Sign as Anil/Anita.

Answer:

J.P. Narain Housing Society, Meerut
NOTICE

15th March, 2020

Maintenance Charges Due

All members of the Residents' Welfare Association are hereby informed that the payment of the second instalment of maintenance charges is due on 31st March, 2011. Please pay before the due date to avoid late payment charges.

You are reminded that the amount of the same is Rs. 550 only.

Anil
Secretary, R.W.A.

Question 9.

You are Scout Master/Guide Captain of K.R. Sagar Public School, Mysore. You have decided to send a troop of scouts and guides of your school to the jamboree to be held at Lucknow for a week. Draft a notice in not more than 50 words to be placed on the school notice board inviting the names of those scouts and guides who are interested to participate in the jamboree. Invent the necessary details.

Answer:

K.R. Sagar Public School, Mysore
NOTICE

1st October, 2020

Scouts & Guides Participation Needed

Our school has decided to send a troop of scouts and guides to the jamboree to be held at Lucknow from the 20th to the 27th of October. Those scouts and guides interested to participate in the jamboree may give their names to the undersigned by the 7th of October.

Scout Master

Question 10.

You are Sports Secretary of Lalwani Public School, Udaipur. Draft a notice in not more than 50 words for your school notice board asking the students to give their names for participation in various events to be held on the Annual Sports Day of your school. Invent the details of the events. Sign as Lalit/Lalita.

Answer:

Lalwani Public School, Udaipur
NOTICE

6th November, 2020

Annual Sports Day

Our school is celebrating its Annual Sports Day on 30th November, 20xx. Students are hereby informed to give their names for participation in various events to be held on the Sports Day.

The list of events is given below:

1. 100 metres race
2. high jump
3. 200 metres relay
4. short put
5. gymnastics
6. kho-kho

Please give your names to the undersigned latest by the 10th of November during the '0' period in the Sports Room.

Lalit
Sports Secretary

SOME TOPICS TO PRACTICE

Question 1

A health camp has been organized by your school. Write a notice informing the other students about it.

Question 2

In your school, the Drama Club is organizing a drama. Write a notice to be put up on the school notice board inviting students to participate in the drama. Sign yourself as the secretary of the Drama Club.

Question 3

Your school is organizing a Social Service Camp in the first week of November. You are supposed to impart education to adults. Write a notice to be put up on the school notice board inviting student volunteers.

Question 4

Invite people to a play organized by the Drama Club of your school on the Annual Day Function. Invent the necessary details.

Question 5

Your school is organizing a carnival. Write a notice inviting students to donate their old pieces of clothing, books, and other articles to be sold in the carnival. Sign yourself as a member of the social club of your school.