



**INDIAN SCHOOL AL WADI AL KABIR
DEPARTMENT OF ENGLISH (2026-27)
CLASS – IX
NOTICE WRITING**

NAME OF THE INSTITUTION, PLACE

DATE

NOTICE

HEADING

❖ 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)
-

SIGN

NAME

(DESIGNATION)

HINTS FOR WRITING NOTICE:

- A notice must contain full information.
- Don't forget to mention the time, date, venue and agenda.
- A notice is generally written in the third person.
- Give the notice a suitable heading or title. Put it in the middle. The heading should be written in capital letters.
- The date should be shown on the left-hand side.
- A notice must carry signature and designation at the end. The designation should be put in parenthesis.
- Always put the notice in a box.
- Adhere to the word limit, if given in the question. (word limit is 50)
- Always write the content of the notice in present or future tense.

Sample:

You are Arjun/Arushi Mehta, Secretary, Eco Club, Greenwood Public School, Bengaluru. The Eco Club has decided to organise a Tree Plantation Drive in the school garden. Write a notice in not more than 50 words informing the members about the drive and requesting them to participate.

GREENWOOD PUBLIC SCHOOL, BENGALURU

12th August, 2026

NOTICE**TREE PLANTATION DRIVE**

All the members of the Eco Club are informed that a Tree Plantation Drive will be held on 19th August, 2026 at 8 am in the school garden. All are requested to bring a sapling and gardening gloves, if possible. This is a wonderful opportunity to contribute towards a greener campus. For further details, please contact the undersigned.

Arushi Mehta
(Secretary, Eco Club)

Questions to Practice:

1. Your school is organising an Inter-House Debate Competition. Write a notice to be put up on the school notice board informing students about the event and inviting participants.
2. You are Kabir/Kavya, Secretary of Sunrise Housing Society. Your society is going to organise a Health Check-up Camp for senior citizens. Write a notice in not more than 50 words urging the residents to register for the camp. Invent the necessary details.
3. Your school library is going to organise a Book Donation Drive. Write a notice inviting students to donate old books and give all the necessary details. You are Ananya/Aniket, Secretary, Reading Club, Silver Oaks School, Pune.
4. You are Meera/Manav, Secretary, Social Awareness Club of DPS School, Lucknow. The club has decided to conduct a Cleanliness Drive at the local public park during the winter holidays. Write a notice informing Class X students about the drive and urging them to volunteer their names for the programme.