



**INDIAN SCHOOL AL WADI AL KABIR
DEPARTMENT OF ENGLISH [2025– 2026]**

TOPIC: Notice Writing

HANDOUT

RESOURCE PERSON: Usha Abraham

NAME: _____ CLASS: V SEC: ____ DATE: _____

Format of Notice Writing

NAME OF THE ORGANISATION

NOTICE

DATE (10th August, 2025)

SUBJECT HEADLINE

BODY OF THE NOTICE

- PURPOSE OF WRITING
- USEFUL INFORMATION
- INFORMATION ABOUT DATE/VENUE

SIGNATURE

NAME OF THE ISSUER

DESIGNATION

Q: You are the Cultural Coordinator of the school. Write a notice to inform the students of Grades III to V about the Inter-House English Elocution Competition in about 50 words.

INDIAN SCHOOL AL WADI AL KABIR

NOTICE

4th May, 2025

Speak to Inspire!

This is to inform all students of Grades III to V that an Inter-House English Elocution Competition will be held on 20th May 2025 in the School Auditorium during school hours.

Interested students may give their names to their English teacher by 10th May 2025. The topic and guidelines will be shared after registration.

Let your voice be heard! Speak with confidence and clarity.

SIGNATURE

Ashok Kumar

Cultural Coordinator