



INDIAN SCHOOL AL WADI AL KABIR

Class: VIII	Department: ENGLISH	2022-23
Worksheet No. 2	Topic: NOTICE WRITING	To be written in notebook

STUDY NOTES/WORKSHEET

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 are formal and factual. Its language should be simple and formal. Notice is always brief and to the point.

What is the purpose of writing a Notice?

A notice is written to give information about:

- sport event
- a cultural event
- a meeting or conference
- any death, birth, visit by someone in future inspection, excursion.
- any project for a social cause to be undertaken and so on.

How to write 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).
- Mention the 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.

A Notice should:

1. be brief, but must contain all the necessary information.
2. use impersonal language and avoid use of first and second person.
3. use passive voice as far as possible.
4. have an eye-catching caption, preferably a phrase and not a sentence.
5. have all details (what, why, where, when, who, whom) in their order of importance and in crisp, short sentences.

NOTICE WRITING FORMAT

Name of the Institution/ Organisation

Address

NOTICE

Date of Issue

Heading/ Title

[Body of the Notice (including details like date, day, time, venue, name of the concerned person, etc)]

Name/ Signature

Designation

SAMPLE 1:

You are Supriya / Suraj of DAV Public School, Nerul. As the Student Coordinator of the Green Drive initiated by your School to mark the occasion of the World Wildlife Day on 3rd March, draft a notice urging the students to preserve the forests and wildlife.

DAV Public School

Nerul

NOTICE

3rd March 20XX

GREEN DRIVE

This is to inform all students that our school is organizing a Green Drive to create awareness among the students and the general public about the need to conserve our forests and wildlife as part of the World Wildlife Day celebrations on 3rd March. All students are requested to participate and make a difference to the world.

Supriya/Suraj
Student Coordinator

SAMPLE 2:

Given below is a Notice on a school Notice board informing the students about a change in school timings and the school uniform.

St Paul's High School, Agra
Notice

15 October 20XX

Winter Timings and Uniform

The students of classes I to XII are expected to wear their new winter uniform comprising white shirts and grey skirts/pants from 1 November. The school winter timings will be from 8.30 am to 2:30 p.m.

The school timings for Saturdays will be from 8.30 a.m. to 12.30 p.m. The school buses will ply accordingly.

Fr Charles De Souza
(PRINCIPAL)

SAMPLE 3:

You are the Head Boy/Head Girl of the school. The students of class 8 will be taken on a trip to a biscuit factory on 23 December. Draft a Notice for the school Notice board informing the students about the trip and submitting permission slips from parents. Also mention the timings and fees for transport and snacks.

ABC Public School
Notice

15th December 20XX

Trip to a biscuit factory

In order to extend the classroom learning of how manufacturing works, the school is organizing a field trip for all students of Class 8th to the Bonbon Biscuit Factory on December 23 from 8.30 a.m. to 5.30 p.m. This will be an interactive and guided tour where you will learn about how biscuits are made and how a factory operates. The fee for the trip is INR 50 each, which includes lunch and snacks. Interested students are requested to submit the fees and filled permission slips to the class teacher.

Deepali Singhal
Head Girl

PRACTICE QUESTIONS

NOTICE FOR LOST AND FOUND:

- You are Madhav/Madhavi of Fairfield Public School. You have found an VIII class Hindi textbook lying in the school auditorium. Draft a notice mentioning other relevant details of the book so as to find its owner.
- Write a notice informing general public about a bag containing marksheets and certificates that you have found while travelling to Delhi by train. You should mention other necessary details about the bag so as to locate its owner.
- You have lost your school identity card in the school playground. Write a notice mentioning other details about it and a suitable reward to be given to the finder.
- You are Joginder Singh of class XII. You found a purse in the school library. Write a notice for the notice board of your school inviting its rightful owner to furnish necessary details to claim it back from you.

NOTICE FOR EVENTS/COMPETITION:

- 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.
- 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.
- You are Megha Gupta/ Mehul Gupta, the Head Girl/Head Boy of St Mary's School, Dehradun. Draft a notice, informing the students of classes V to XII about a workshop on 'table manners and etiquettes' to be held in the school premises. Give all the necessary details.
- Your school has decided to organise a fete in the school playground. Write a notice in not more than 50 words for your school Notice Board inviting students to participate in it. The three best stalls will be awarded prizes by the Education Secretary. You are Mayank/Mona, Head Boy/Head Girl of New Horizon Public Scholl, Meerut.

NOTICE FOR APPEAL

- Your school has planned an excursion to Lonavala near Mumbai during the autumn holidays. Write a notice in not more than 50 words for your school notice board, giving detailed information and inviting the names of those who are desirous to join. Sign as Naresh/Namita, Head Boy/Head Girl, D.V. English School, Thane, Mumbai.
- You are Srinivas/Srinidhi of D.P. Public School, Nagpur. As a Student Editor of your school magazine, draft a notice in not more than 50 words for your school notice board inviting articles sketches from students of all classes.
- You are Alok Mehta, Administrative Officer of Tata Steel Pvt. Ltd. Draft a notice for a local newspaper, informing the public about the change of the company's address.
- You are Abhinav/Abha. You have planned a Week course to be arranged to help the children of your group Housing Society at Kanpur acquire the oral communication skills. Prepare a notice for the Society's Notice-Board, stating the objective of the course, giving necessary details of the course and requesting the children of the society to join the course.