



INDIAN SCHOOL AL WADI AL KABIR

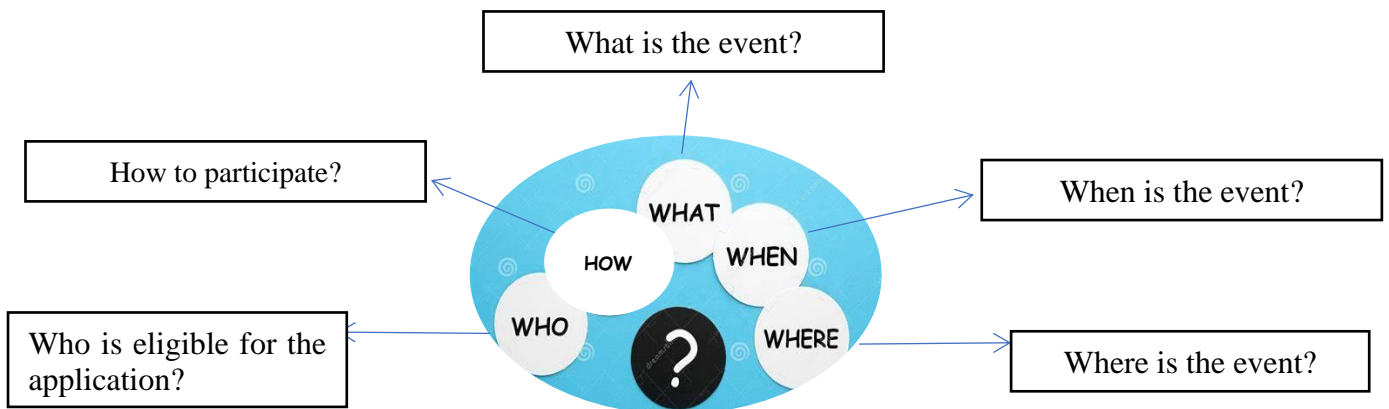
Class: VI	Department: ENGLISH	Date of submission: OCTOBER -2024
Worksheet No:13	Topic: NOTICE WRITING	Note: To be done in Language notebook

❖ What is Notice writing?

Notice writing is a form of written communication used to convey important information in a clear and concise manner. It involves composing short, formal messages known as “notices” that are intended for a specific group of people.



- ❖ A Notice is a written or printed piece of information that is displayed in public places, such as notice boards, to communicate a message to a specific group of people.
- ❖ Notices are commonly used in academic institutions, workplaces, public gatherings, or community events, to inform people about events, announcements, updates, or any other relevant information.



❖ Points to remember while writing a NOTICE

- ✓ Be precise and to the point. The ideal length of notice is 50 words.
- ✓ It is a formal form of communication so the language used should be formal.
- ✓ Keep the sentences short and use simple words. Since notices are fairly brief it is best to keep it simple.
- ✓ Use passive voice as far as possible.
- ✓ Present your notices in a proper format in a box.

FORMAT

NAME OF INSTITUTION / ORGANIZATION, PLACE

NOTICE

Date: date / month / year
E.g. 1st October, 2024

Heading

Body / Content

Signature

Name

Designation (means post of person)

❖ A notice must have:

- ✓ Issuing Authority
- ✓ The word 'NOTICE'
- ✓ Date on which the notice was issued
- ✓ Catchy Headline
- ✓ Body of notice with details
- ✓ Purpose
- ✓ Event
- ✓ Date/ Time /Venue
- ✓ Name and designation of person issuing the notice



You are Asha / Akshay Cultural coordinator of your school. Your school will be celebrating Children's Day with a lot of activities. Draft a notice informing about the Children's day celebrations at your school.

ST. ANN'S SCHOOL, OOTY

NOTICE

1st November, 2024

CHILDREN'S DAY CELEBRATION

We are excited to announce that St. Ann's School will celebrate Children's Day on 14th November, 2024. To make this day memorable, various competitions will be held:

- ✓ Painting Competition
- ✓ Quiz Contest
- ✓ Essay Writing Competition
- ✓ Poem Recitation Competition

Interested students are requested to register their names with their Class teacher by 10th November, 2024. For further details, please contact the Activity Coordinator.

Sign

Asha / Akshay

Cultural coordinator

❖ **EXERCISE:**



1. You are Sohail / Shweta, Secretary of Cultural Club. Your school is organizing an educational trip to the Science city. Draft a notice in about 50 words informing the students about the details of the trip.
2. You are Mohita / Mohit, School Captain of Delhi Public School. You have found a 'Wrist Watch' in Computer Lab. Draft a notice in not more than 50 words for the school notice board informing the students about the found wrist watch.
3. You are Parag/Priyanka, as a head Boy/Girl draft a Notice for your school notice board about an inter house poetry recitation competition to be held in school.



WEB RESOURCES:

<https://youtu.be/xBdRIX33TJ8>

<https://youtu.be/03zSgpkwJeM>
