



INDIAN SCHOOL AL WADI AL KABIR
DEPARTMENT OF ENGLISH (2025-26)
CLASS – IX
NOTICE WRITING

NAME OF THE INSTITUTION, PLACE

DATE

NOTICE

HEADING

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- A well-written notice must inform the readers about the 5 Ways:
 - 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)
- A notice should be written in third person.
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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 Deepak/ Deepika Kapoor, Secretary, Modal School Football Association, New Delhi. It has been decided that a meeting of all the members of the school football team will be held to discuss plans and strategies for the coming Zonal Tournament. Write a notice in not more than 50 words informing the members of the team about the meeting and requesting them to attend it.

MODAL SCHOOL, NEW DELHI

4th March, 2024

NOTICE

FOOTBALL ASSOCIATION MEETING

All the members of the school football team are informed that a meeting has been scheduled for 7th March, 2024 at 2 pm in the Sports Room. All are requested to be there on time for the selection process and for planning the strategies for the coming Zonal Tournament. For further details please contact the undersigned.

Deepika Kapoor
(Secretary, Football Association)

Questions to Practice:

1. Your school is organising a special school assembly. Write a notice to be put in your school informing the students about assembly and call for participants.
2. You are Nikhil/Nikita, Secretary of 'Help Poor Child Club' of your school. Draft a notice to be sent to all the members to attend meeting regarding fund collecting for flood affected poor children.
3. You are Savita, Sandeep, Secretary of Royal Housing Society. Your society is going to organise a Blood Donation Camp. Write a notice in not more than 50 words urging the members of your society to come in large numbers for this noble cause. Invent the necessary details.
4. Your club is going to organise an Inter-Class Singing Competition. Write a notice inviting names of the students who want to participate in it. Give all the necessary details. You are Naveen/Navita, Secretary, Music Club, Akash Public School, Agra.
5. You are Mohan/ Mohini, Secretary, Social Activities Club of ABC School, Gokulpuri. The club has decided to launch a cleanliness drive in a slum colony

near your school during the Dussehra holidays. Write a notice, informing Class X students of your school about the drive and urge them to volunteer their names for the programme. Give all the necessary details.