

NOTICE WRITING

NOTICE

A notice is a written or printed news announcement or information. It may be a formal announcement of public importance or an advance warning.

• POINTS TO BE FOLLOWED WHILE WRITING NOTICES

- * Word limit of 50 words.
- * Name and place of school, organisation or office issuing the notice should be mentioned.
- * Write the word notice with capital letters.
- * Write the date, of issuing notice.
- * Give a suitable heading.
- * Clearly mention the target group.
- * Purpose of the notice.
- * Mention all the relevant details (date, venue, time).
- * Mention whom to contact for extra information.
- * Signature, name and designation
- * Put the notice in the box.

★ CULTURAL AND ACADEMIC

(Q1) You are David, the secretary of the Dance and Drama society of the Sanskriti School, Patna. Write a notice for your school notice board inviting students to give their names for a fancy dress competition.

P.T.O.

THE SANSKRITI SCHOOL, PATNA
NOTICE

15th May, 2023

FANCY DRESS COMPETITION

A Fancy dress competition will be held as under -

Date: 20th May, 2023

Time: 11 A.M. onwards

Venue: School Auditorium

Duration of the performance: 2 minutes

Last date for submission of names: 18th May, 2023

For details,

Contact the undersigned

David

Secretary

Dance and Drama Society

Q2) As the head boy or head girl of the school, you are organising a career counselling session for XI and XII students of your school. Write a notice giving details of it to be displayed on your school notice board.

ABC SCHOOL, XYZ CITY
NOTICE

15th May, 2023

CAREER COUNSELLING SESSION

Students of classes XI and XII are invited to attend a career counselling session on 20th May, 2023 in the Tagore Auditorium at 9 AM. Please be seated by 8:45 AM. Kindly don't ~~bring~~ bring bag or eatables inside the auditorium.

For more details, contact undersigned

XYZ

Head Boy

★ PICNIC / TOURS

(Q1.) Write a notice to be circulated among the students of class XII informing them about a free trip to the International Trade Fair at Pragati Maidan. Imagine you are Priya / Pranav, School captain.

ABC School, XYZ CITY

NOTICE

15th May, 2023

TRIP TO INTERNATIONAL TRADE FAIR

All the students of class XII are invited to join a trip to the International Trade Fair.

Date: 19th May, 2023

Time: 8 A.M.

Venue: Pragati Maidan

Departure: 9 A.M.

Attractions: Rides and Games

Interested students ^{may} ~~should~~ contact the undersigned.

Pranav

School Captain

Q2) The Students Council of your school has organised a trip to Goa for the classes XI and XII during summer vacations. Imagine you are President of that council, and write a notice to be circulated.

ABC SCHOOL, XYZ CITY

NOTICE

15th May, 2023

TRIP TO GOA

All the students of class XI and XII are invited to join a trip to Goa during summer vacations.

Date: 28th May, 2023

Time: 8:30 AM

Venue: School Auditorium

Departure: 9:30 AM

Attractions: Beaches

Interested students may contact the undersigned by 22th May, 2023

XYZ

President

The Students Council

★ SPORTS / NSS / CAMPS

Q1.) You are the Sports Captain of King Public School, Kanpur. Write a notice to be put on the school notice board informing the students about the Interschool Basketball ~~Match~~ Match.

KING PUBLIC SCHOOL, KANPUR
NOTICE

16th May, 2023 ~~16th May, 2023~~

INTERSCHOOL BASKETBALL MATCH

We feel glad to learn that our basketball team has reached the final of the Interschool Basketball championship. The final match against John School, Darjeling will be played tomorrow i.e 17th May, 2023 at 4'o clock in our school playground. Please do come, cheer up the team and boost their morale.

XY7
Sports
~~School~~ Captain

Q2) Write a notice for the school notice board inviting volunteers for an NSS camp. You are Gauri / Gautam, the group leader of SD Senior Secondary School, Ambala Cant.

SD SR. SEC. SCHOOL, AMBALA CANT.

NOTICE

16th May, 2023 ~~16th May, 2023~~

AN NSS CAMP

An NSS camp of our unit will be held from 25th May, 2023 to 15th June, 2023 at village Murarpur. Projects include adult literacy, tree plantation, cleanliness campaign, and health awareness. Volunteers should give their names to the undersigned by 20th May, 2023.

Gautam

Group Leader

★ PUBLIC NOTICES

Q.1) You are Rakesh / Rakhi, the secretary of LM Resident Welfare Society, Greenpark Extension, Chennai. Write a notice requesting the members of the society to attend a meeting to discuss the problem of the ^{security of the} members of the society.

~~LM~~ ~~RESIDENT~~ ~~WELFARE~~ ~~SOCIETY~~
~~NOTICE~~

~~LM~~ ~~RESIDENT~~ ~~WELFARE~~ ~~SOCIETY~~
~~GREENPARK~~ ~~EXTENSION~~, ~~CHENNAI~~

LM RESIDENT WELFARE SOCIETY
GREENPARK EXTENSION, CHENNAI
NOTICE

16th May, 2023

SOCIETY WELFARE MEETING

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We are going to organize a meeting to discuss the problem of the security of the members of the society and we invite ^{each} and everyone to attend and contribute for the welfare of the society.

Date: 18th May, 2023

Time: 10 AM

Venue: Meeting Room

For details, contact the undersigned

Rakesh
Secretary