



INDIAN SCHOOL AL WADI AL KABIR
DEPARTMENT OF ENGLISH (2024-25)
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)
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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 write the notice in a box.

Sample:

DELHI PUBLIC SCHOOL, NEW DELHI

13th December, 2017

NOTICE

MEETING OF SCIENCE SOCIETY

On the occasion of National Science and Technology Day, the school has decided to organise a fair. All office bearers are requested to attend a meeting in the School Library on 19th December, 2017 at 10 am to discuss the arrangements for the fair.

Vikram

Vikram Singh

(Secretary, Science Society)

Questions to Practice:

1. You are Anuj/Anita, Head Boy/Girl of your school. Draft a notice inviting all the house captains to discuss about the coming annual day function.
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 the Cultural Secretary of Delhi Public School, Roorkee. your school. You have been asked to inform students of Class VI to XII about an Inter-House Dramatics Competition. Draft a notice in not more than 50 words with necessary details. Put the notice in a box.
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.