

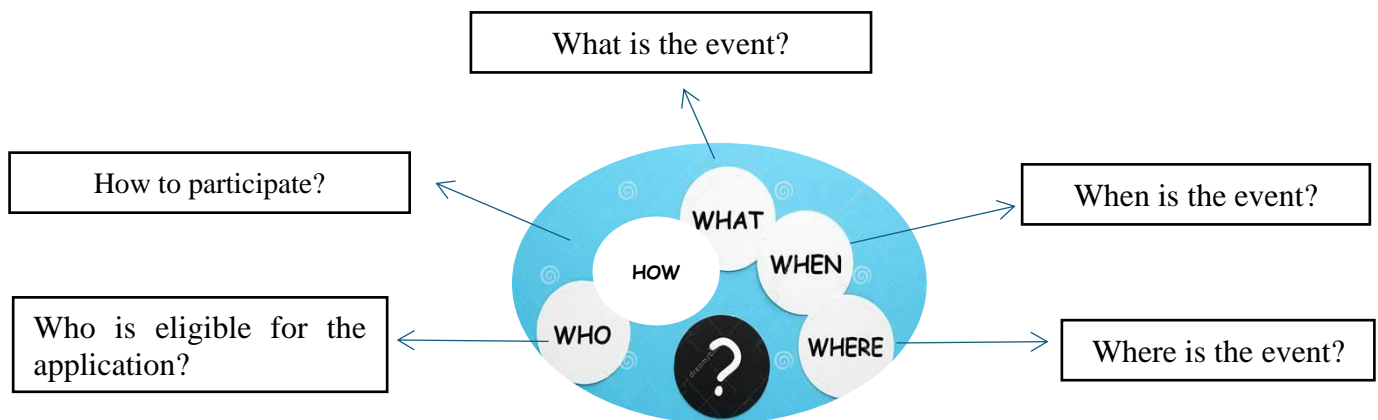


INDIAN SCHOOL AL WADI AL KABIR

Class: VI	Department: ENGLISH	Date of submission: NOVEMBER - 2025
Worksheet No: 14	Topic: NOTICE WRITING	Note: To be done in Language notebook

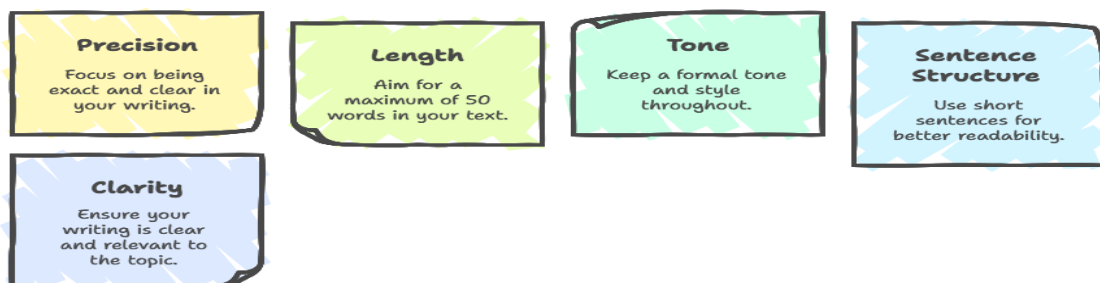
A Notice is a short piece of writing formal in style and contains information that are intended for a specific group of people.

- ❖ 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.

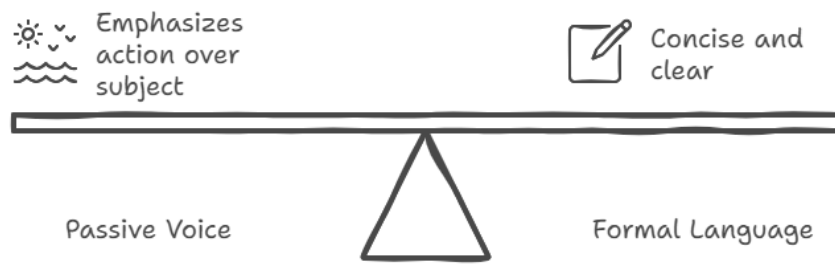
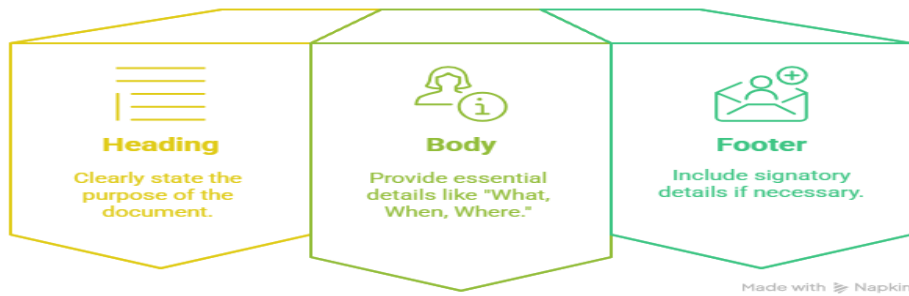


- ❖ Points to remember while writing a NOTICE

Writing Guidelines



Document Structure



Balancing Language in Notices

FORMAT

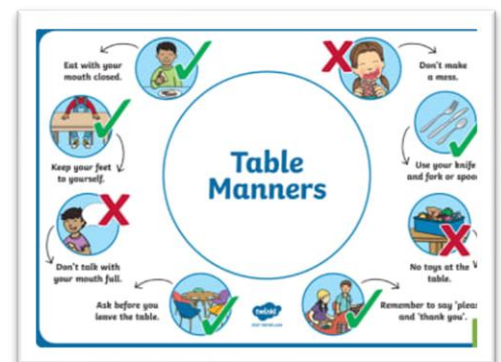
Name of Institution / Organization, Place	
<u>NOTICE</u>	
Date: date / month / year E.g. 1 st October, 2024	
Heading	
Body / Content	
Signature Name Designation (means post of person)	

❖ 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

SAMPLE NOTICE:

You are Ruby/Singh, the head girl/boy of St Mary's School, Agra. Draft a notice, informing the students of classes VI to VII about a workshop on 'table manners and etiquettes' to be held in the school premises. Give all the necessary details.



ST MARY'S SCHOOL, AGRA

NOTICE

10th August, 2025

Workshop on Table Manners & Etiquettes

Our School is organizing a workshop on "Table manners and etiquettes" which will be held in the school auditorium on 14th August, 2025 (Wednesday) at 9:00 am. It is mandatory for all the students of class VI and VII to attend the workshop. For any type of query, please contact the undersigned.

Sign
Ruby / Singh
(Head girl/boy)

Exercise

1. The Cooking Club has arranged a talk by Sanjeev Kapoor and a cooking demonstration for the students of classes VI, VII and VIII. As the Secretary of the Cooking Club, write a notice informing the Middle School students about it. Do not forget to give the time, date and venue for the event.



2. You are the Sports Captain of your school. Write a notice to inform students about the upcoming Inter-House Football Competition. Provide details about the date, time, venue and registration process. Ensure the notice is formal, clear, and within the ideal word limit(50words).