



**INDIAN SCHOOL AL WADI AL KABIR  
DEPARTMENT OF ENGLISH [2023– 2024]**

**TOPIC: Notice Writing**

**HANDOUT**

**RESOURCE PERSON: Ms. Lubna Imran**

**NAME: \_\_\_\_\_ CLASS: V SEC: \_\_\_\_ DATE: \_\_\_\_\_**

**Format of Notice Writing**

**NAME OF THE ORGANISATION**

**NOTICE**

**DATE- 10<sup>th</sup> August, 2022**

**SUBJECT HEADLINE**

**BODY OF THE NOTICE**

- PURPOSE OF WRITING
- USEFUL INFORMATION
- INFORMATION ABOUT DATE/VENUE

**SIGNATURE**

**NAME OF THE ISSUER**

**DESIGNATION**

**Q. You are the Sports Coordinator of the school. Write a notice to inform the students of grades III to V, about the summer camp that will be organized during the vacation.**

**INDIAN SCHOOL AL WADI AL KABIR**

**NOTICE**

**30<sup>th</sup> May, 2022**

**SPORTS SUMMER CAMP**

**HEALTHIER AND HAPPIER!**

Our school is organizing a sports summer camp for the students of grades III to V. A list of activities is offered by the P.E. Department and is available to all the students free of cost.

Interested students may give their names to their respective P.E. teachers before 1<sup>st</sup> June, 2022.

All students are encouraged to participate.

Date: 10<sup>th</sup> June 2022 to 20<sup>th</sup> June, 2022

Venue: Primary School Ground.

Timing: 4 p.m. to 6 p.m.

**SIGNATURE**

**Dave Mark**

**Sports Coordinator**

**ISWK**