



INDIAN SCHOOL AL WADI AL KABIR
DEPARTMENT OF ENGLISH [2024– 2025]

TOPIC: Notice Writing

HANDOUT

RESOURCE PERSON: Ms. Lubna Imran

NAME: _____ **CLASS:** V **SEC:** ____ **DATE:** _____

Format of Notice Writing

NAME OF THE ORGANISATION

NOTICE

DATE- 10th August, 2024

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 Cultural 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

30th May, 2024

CULTURAL SUMMER CAMP

FUN, DANCE AND MUSIC!

Our school is organizing a cultural summer camp for the students of Grades III to V. The Departments of Music and Dance have organized it free of cost for all the students.

Interested students may give their names to their respective teachers before 1st June, 2024.

All students are encouraged to participate.

Date: 10th June, 2024 to 20th June, 2024

Venue: Primary School Ground.

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

SIGNATURE

Dave Mark

Cultural Coordinator

ISWK