



INDIAN SCHOOL AL WADI AL KABIR

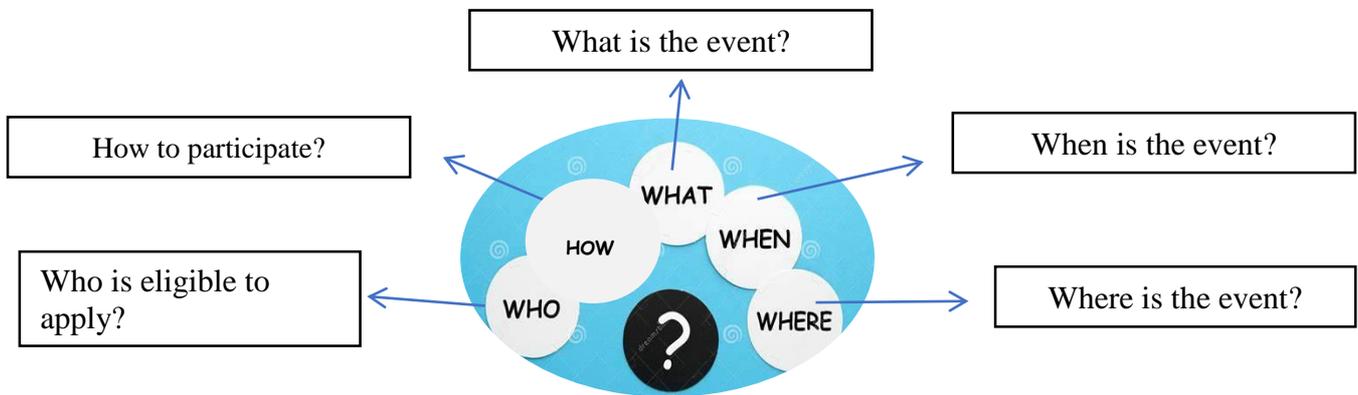
Class: VI	Department: ENGLISH	Date of submission: October 2023
Worksheet No:14	Topic: NOTICE WRITING	Note: To be done in Language notebook

❖ **What is a notice?**

A notice is a short composition meant to convey a piece of information to some people who could be interested in it. The information could be about an event that has already taken place or is about to take place in the near future.



- ✓ Notices are a means of formal communication targeted at a particular person or a group of persons. It is like a news item informing about some important event. This can be an invitation to a meeting, an announcement of any event, to issue certain instructions, make appeals etc.



❖ **Points to remember while writing a NOTICE**



- ✓ Be precise and to the point. The ideal length of notice is 50 words.
- ✓ It is a formal form of communication so the language used should be formal.
- ✓ Keep the sentences short and use simple words. Since notices are fairly brief it is best to keep it simple.
- ✓ Use passive voice as far as possible.
- ✓ Present your notices in a proper format in a **box**.

FORMAT

Name of Institution / Organization, Place

NOTICE

Date: date / month / year

E.g. 1st October, 2023

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



* You are the Head Girl of your school. Your school will be celebrating Children's Day with a lot of activities. Draft a notice informing about the children's day celebrations at your school.

S.D. MODEL SCHOOL, LUDHIANA

NOTICE

1st November, 2023

CHILDREN'S DAY CELEBRATION

All the students are informed that Children's Day will be celebrated in the school on Nov. 14, 2022. On this day many activities will be organized like Painting Competition, Quiz Contest, Essay Writing Competition and Poem Recitation program. All are requested to attend the celebrations. The students who want to participate in activities may give their names beforehand to their class in-charge.

Manisha

(MANISHA SHARMA)
Head Girl

EXERCISE:

1. You are Sumit /Sonu head of the students' union of D.A.V. Public School, Punjab. The Cultural Department is conducting a singing competition for classes VI -XII. Draft a notice in 50 words to inform all the students.
2. You are the Secretary of the cultural club of your school. The school is celebrating its Annual and Cultural Day on the 25th October-2023. Draft a notice to be put on the notice board of your school informing the badge holders and house captains of a meeting you are conducting to make decisions on some important matters pertaining to the success of the program. The notice should not exceed 50 words.

WEB RESOURCES:

<https://youtu.be/xBdRIX33TJ8>
