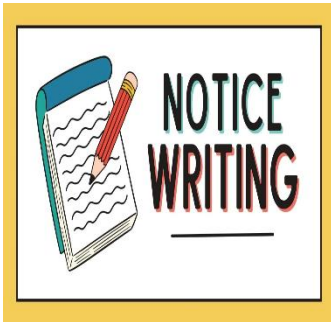




INDIAN SCHOOL AL WADI AL KABIR

Class: VIII	Department: ENGLISH	Date of Submission: October -2025
Worksheet No.	Topic: NOTICE WRITING	To be done in Language Notebook



➤ WHAT IS A NOTICE?

Notice is a written or printed information or news announcement. Notices are either displayed at prominent places or published in newspapers/magazines. It is meant only for a selected group. Since a notice contains a formal announcement or information, its tone and style is formal and factual. Its language should be simple and formal. Notice is always brief and to the point.

➤ PURPOSE OF WRITING A NOTICE:

A notice is written to give information about:

- sports event
- a cultural event
- a meeting or conference
- any death, birth, visit by someone in future inspection, excursion.
- any project for a social cause to be undertaken and so on.

➤ Important Tips to be followed while writing a Notice

- Adhere to the specified word limit of 50 words.
- Name and place of the school, organization or office issuing the notice should be mentioned.
- Write the word NOTICE at the top.
- Give an appropriate heading.
- Write the date of issuing the notice.
- Clearly mention the target group (for whom the notice is to be displayed).
- Purpose of the notice.
- Mention all the relevant details (date, venue, time).
- Signature, name and designation of the person issuing the notice.
- Put the notice in a box.





FORMAT

Name of the Institution/Organization/Office, Place

NOTICE

Date, month, year (British format)

Suitable Heading

The target group for whom the notice is. Date, time, venue and all-important details and any extra information that is needed (Body of the Notice, 50 words)

Signature

(NAME)

Designation

SAMPLE 1:



Navodaya Public School is organizing Sports Day. As a House Captain Meer Goel draft a notice in about 50 -80 words to inform the students about the event.

Navodaya Public School, Delhi

NOTICE

3rd March, 2025

SPORTS DAY CELEBRATION

All students are hereby informed that our annual *Sports Day* will be held on **[insert date]** in the school playground. Various athletic and team events will be organized. Interested students should give their names to their respective House Captains by **[insert deadline]**. Let's participate with full enthusiasm and make it a grand success!

SIGN

Meenakshi / Manav Goel

(House Captain)

SAMPLE 2

You are **Ananya / Aryan Verma**, the **Cultural Secretary** of Delhi Public School. Your school is organizing a Charity Fete to raise funds for the education and welfare of underprivileged students. Draft a notice in about 50–80 words informing students about the event and encouraging their participation.

Delhi Public School, Amritsar

NOTICE

15th September, 2025

CHARITY FETE

Our school is organizing a **Charity Fete** on **[insert date]** in the school ground to raise funds for the education and welfare of underprivileged students. The event will include fun games, food stalls, and cultural performances. Students willing to volunteer or set up stalls should give their names to the undersigned by **[insert deadline]**. Let’s join hands to support a noble cause!

SIGN

Ananya / Aryan Verma
(Cultural Secretary)

➤ **EXERCISE:**

NOTICE FOR EVENT / COMPETITION	Your school is organizing a friendly cricket match to be played between your school and St.James School. As a Head Boy / Head Girl of your school draft a notice informing the students about the event, the venue, date and time. Request the students to watch the match and encourage the school team.
NOTICE FOR APPEAL	You are the Secretary of The Youth Club, Delhi . Your club is organizing a relief fund collection drive for the victims of the recent floods in Assam. Draft a notice in about 50–80 words requesting members to contribute a certain sum of money for the cause.
NOTICE FOR LOST/FOUND	Write a notice on behalf of your school authorities informing students to immediately report any unclaimed baggage or deserted objects, within the school premises.
