



INDIAN SCHOOL AL WADI AL KABIR

Class: VIII	Department: ENGLISH	Date of submission: APRIL -2026
Worksheet No: 7	Topic: Notice writing	Note: To be done in English CW

What is a notice ?



- ✓ A notice is a short composition meant to convey a piece of information to a specific group of people who may 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. 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.

Readers must know about 5 W's:

- ✓ What will happen? (that is, the event)
- ✓ Where it is going to be? (Venue)
- ✓ When will it happen? (i.e., date and time)
- ✓ Who is eligible for the participate?
- ✓ Whom to contact (i.e. the issuing authority)



Tips to Remember.

- ✓ Be precise and to the point. The ideal length of notice is 50 words, so precise language is appreciated.
- ✓ It is a formal form of communication so the language used should be formal as well. No flowery text.
- ✓ 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. The presentation should be neat and thus be appealing to the eye.

FORMAT

Name of the Institution, Place

NOTICE

Date of Issue (date, month, year)

3rd May, 2026

Heading/ Title

(Body of the Notice (including details like date, day, time, venue, name of the concerned person))

Name

Signature

Designation

✓ SAMPLE

You are the Head Boy/Head Girl of the school. The students of Class 8 will be taken on an educational field trip to a biscuit factory on 23rd May 2026. Draft a Notice for the school Notice board informing the students about the trip and submitting consent forms from parents.

ABC Public School, Delhi

NOTICE

15th May, 2026

Biscuit Bonanza: A Trip to the Bonbon Factory

This is to inform all students of Class 8th that the school is organizing an educational and fun-filled trip to the Bonbon Biscuit Factory.

- Date: 23rd May 2026 (Saturday)
- Time: 8:30 a.m. to 5:30 p.m.
- Amount: INR 150/- per student (Includes lunch and snacks)
- Last date for Registration: 20th May 2026

Interested students must submit the trip fee along with a duly completed consent form to their respective Class Teacher.

Deepali Singhal



Head Girl

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

Home Assignment:

1. As the Sports Secretary of your school, draft a notice for the school notice board, inviting students to give their names for the various sports events on the Annual Sports Day.
2. Your school is organizing a cultural program to raise funds for a school meant for visually challenged children. Famous singer Arijit Singh has agreed to perform. As a cultural coordinator write a notice for the school notice board informing the students about the venue, date, time and the rates of the tickets.
3. The Art Club of your school is organizing an on-the-spot painting competition on the theme 'Grow More Trees'. The competition is open to the students of Classes VI to VIII. As the Cultural Secretary of your school, write a notice for the school notice board.

WEB RESOURCES:

<https://youtu.be/xBdRIX33TJ8>

<https://youtu.be/03zSgpkwJeM>

