INDIAN SCHOOL AL WADI AL KABIR

Class: VI	**Department: ENGLISH**	**Date of submission: OCTOBER -2026**
Worksheet No:17	**Topic: NOTICE WRITING**	**Note: To be done in Language notebook**

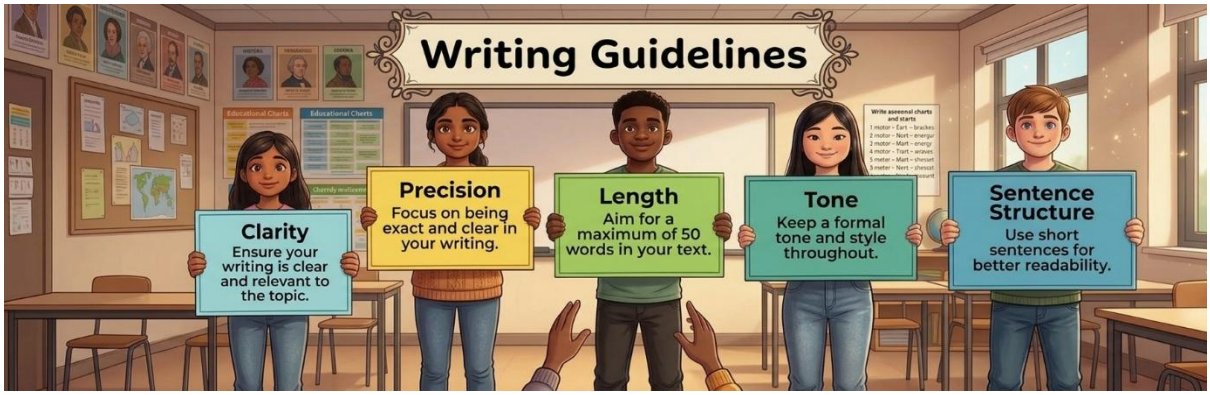
Notice writing

A Notice is a short piece of writing formal in style and contains information that are intended for a specific group of people.

- A Notice is a written or printed piece of information that is displayed in public places, such as notice boards, to communicate a message to a specific group of people.

Points to remember while writing a NOTICE





FORMAT

Name of Institution / Organization, Place

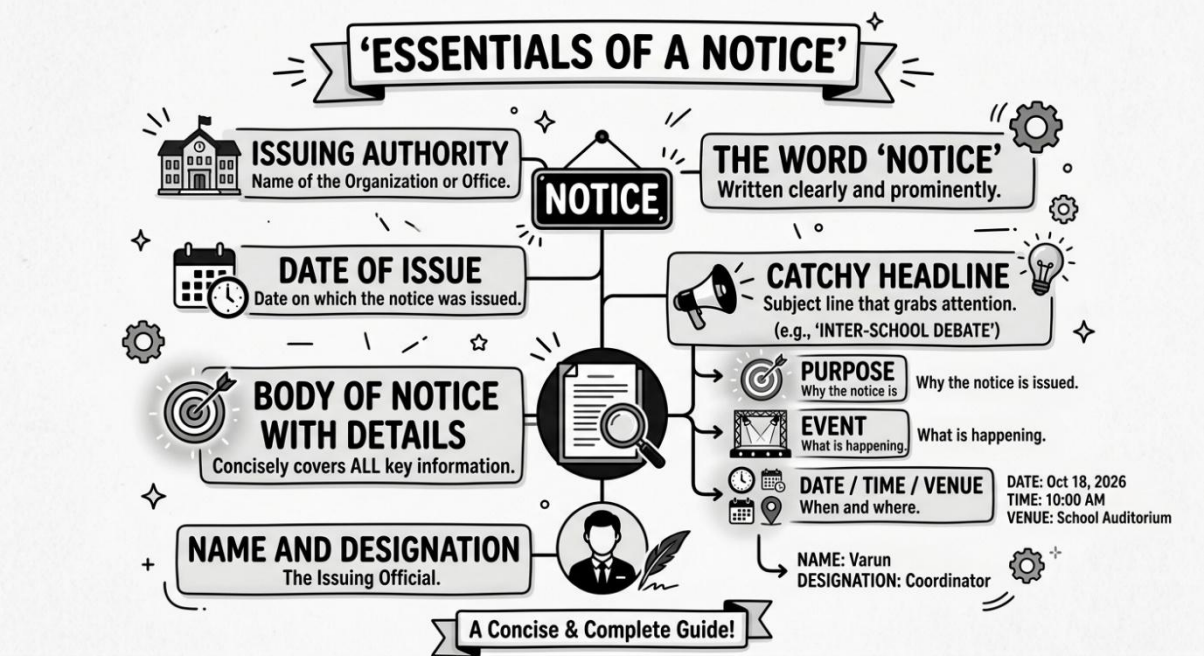
NOTICE

Date: date / month / year
E.g. 1st October, 2024

Heading

Body / Content

Signature
Name
Designation (means post of person)



SAMPLE NOTICE:

You are Veena/Varun, Coordinator of the Quiz Club. Your school is organizing an Inter-House Science Quiz for middle school students. Write a notice (max 50 words) inviting names for participation from the Middle School students. Do not forget to give the time, date and venue for the event.

DON BOSCO SCHOOL, CHENNAI

NOTICE

05th October, 2026

Inter-House Science Quiz

Our School is organizing an Inter-House Science Quiz Competition for the students of Classes 6 to 8 (Middle School).

Date: October 15, 2026
Time: 10:00 AM onwards
Venue: School Auditorium

Interested students must give their names to their respective science teachers latest by October 10, 2026. For more details, contact the undersigned.

Sign
Veena / Varun
(Coordinator – Quiz Club)

Exercise

1. You are Rohan/Riya, the Head Boy/Head Girl of your school. The school is planning a one-day Educational Tour to the Planetarium for Class VI students. Write a notice informing students about the trip, including the date, fee, timing, and deadline for submitting consent slips from parents (Word limit: 50 words).
2. You are Praniti/Pranav, As the Student Editor of the Environment Club, write a notice informing Middle School students about an upcoming "Keep Your School Clean" Drive. Invite volunteers to participate and give full details regarding the event (Word limit: 50 words).

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