INDIAN SCHOOL MUSCAT
SENIOR SECTION
DEPARTMENT OF ENGLISH
CLASS XII

ADVANCED WRITING SKILLS: NOTICE

WORKSHEET

A notice is written or printed information that can be in the form of an official statement of public importance or a warning in advance. The basic purpose is to disseminate information related to various issues or occasions. It is written in simple and formal language and is always brief to the point. Most notices are meant to be pinned up or pasted on special boards meant for the purpose.

Remember:

1) The purpose of the notice is to inform.
2) It should have the word 'NOTICE' Do not underline the name of institute and the word 'NOTICE"
3) It should have an underlined heading.
4) It should have a date in the formal form.
5) Do not use 1st and 2nd person. It should be written in third person.

The 'wh' questions give the skeleton form of the answer: a) what is being organized? Who is organizing? Which is the target group? When is it being held? Where is it being held? Additional information. Whom to contact. Last date of submission and to whom.

6) Agenda is written if there is a meeting
7) If place of the institute is mentioned write it along with the name
8) Do not use informal language.
9) The name and designation of the signatory should be mentioned.
10) **Do not exceed the word limi**t. (**Format -2 Mks, Content-2 Mks.)**

FORMAT

Name of the School/ Organisation issuing the notice, Place

NOTICE

Date

<u>Sub/Heading</u>

Content of the Notice

- This should answer questions like **what, where, when, who and how**
- Any additional information

Sign.

Name
Designation of the person issuing the notice

SAMPLES

Q: You are Suresh Pandey, Secretary of K.A. Residents' Welfare Society, Indirapuram. Write a notice requesting the members of the society to attend a meeting to discuss the problem of R.O water supply and D.G power back-up of your society.

K.A. RESIDENTS' WELFARE SOCIETY, INDIRAPURAM

NOTICE

January 10, 2019

URGENT MEETING!

The residents of K.A Residents' Welfare Society, Indirapuram are informed that an urgent meeting of the Society will be held on January 11, 2019 at 9.30 a.m. in the RWA office, H-block. All the members are requested to attend it.

Agenda:

1. The problem of R.O. water supply.
2. The problem of poor D.G power back-up in the society

Sign.
(SURESH PANDAY)
Secretary

Q. Ramanujan has lost his English Book entitled "History of English Literature' by Smith. He decides to put up a notice on the students' notice board of the school. He is a student of class XII of Saint Kabir School, New Delhi. Write a notice in not more than 50 words

SAINT KABIR SCHOOL, ASHOK NAGAR

NOTICE

5th March 2019

Lost English Book

A very costly red bound book entitled "History of English Literature" written by Smith has been lost today during preparation time near the Physics Laboratory. It has a laminated transparent cover with the author's name written on the first page. It bears the stamp of British Council Library, New Delhi.

Finder is requested to hand over the same to the undersigned. A Suitable reward is promised to the finder.

Ramanujan
Class xii A

Q. You are Bhumika Sahni, the President, Cultural Forum of Army School; you have organized an Inter-School Patriotic Singing Competition on Republic Day. Write a notice in about 50 words, informing the students about this event.

NOTICE

Army School, Sagar

7th March, 2019

Inter-school Singing Competition

(who) (what)

The **Cultural Forum of the schoo**l is organizing an **Inter-school Patriotic Singing Competition** on the

(why) (when) (where) **(extra information)**

Occasion of the Republic Day at **8 am** in the **New Multipurpose Hall**. More than 20 schools from the city will participate. Students interested in participating should give their names **by the 12th of March** to the **undersigned.**

(last date for submission)

(to whom)

Sd/
Bhumika Sahni
President, Cultural Forum

Q. Write a notice for your school notice board inviting students to join the Educational Tour for the class XI and XII. Invent other necessary details.

S.K.V. DILSHAD GARDEN SCHOOL NAGPUR.
NOTICE

5th March, 2019

EDUCATIONAL TOUR

The students of class XI and XII are hereby informed that our school is organizing an educational tour to Goa as per the details. Duration: From 13 May to 18 May, 2019, Expenses: Rs. 15,000/- pp. includes, Train fare, boarding, lodging, sightseeing, etc.
Interested students may give their names to the undersigned along with the fees latest by 30th March, 2019.

Sd/
Mrs. S. Krishna
(Physical Edn. Teacher)

PRACTICE QUESTIONS.

1) Very soon your school is going to be a centre for CBSE examinations. You have seen that during lunch break students of junior classes keep going around the examination rooms and make all kinds of noises. You are Navtej / Navita, Head Boy / Head Girl, Akash Public School, Ajmer. Write a notice in about 50 words warning such students not to go near the examination rooms.

2) The Sports Club of Bishop Cotton School, Simla, is planning to organize a hiking-trekking expedition in Nepal. Invent necessary details and draft the notice about the expedition for the school notice board in not more than 50 words. You are John / Joanna, the Secretary of Sports Club.

3) The Physical Department of Kendriya Vidhyalaya, Tezpur, is organizing a Summer Camp for training students in hockey and basketball. Invent necessary details and draft a notice in about 50 words. You are Ali / Aliya, the Sports Coordinator.