



**INDIAN SCHOOL MUSCAT**  
**SENIOR SECTION**  
**DEPARTMENT OF ENGLISH**  
**CLASS X**  
**NOTICE**

A Notice is a short piece of writing, formal in style and it contains information that has to be brought to the notice of people.

**Objectives**

- |                                 |                                 |
|---------------------------------|---------------------------------|
| to announce events/celebrations | to issue important instructions |
| to make appeals                 | to extend invitations           |

**Points to Remember**

- (1) The name of the organization /school/colony and place should be on the top.
- (2) The word 'NOTICE' should be mentioned in capital letters.
- (3) A precise title should be given.
- (4) Date of the issue of the notice should be written clearly .Date of the deadline or the last date should be clearly stated.
- (5) Target-group, i.e. the classes or students for whom the notice is meant.
- (6) Every notice should be undersigned with the designation of the person, who is issuing the notice.
- 7) The language is formal or semi-formal depending upon the objective of the notice.
- (8) Other details like duration of the programme, chief guest etc can also be included.

**Occasions**

- |  |                          |
|--|--------------------------|
| Cultural and extra-curricular activities | Picnics, tours and trips |
| And Requests                             | Lost and Found           |
| Sport sand Tournaments                   | Change of Name           |
| Relating to Common Problem               |                          |

**FORMAT OF THE NOTICE**

	<b>Name of school/organisation</b>
	<b>The word Notice</b>
<b>Date</b>	<b>Target group (the people/ classes it is meant for</b>
	<b>Title / Topic</b>
<b>CONTENTS</b>	
	<b>Signature of the issuing authority</b>
	<b>Name</b>
	<b>Designation of the issuing authority</b>

## **SAMPLE QUESTION**

An Inter-House Quiz is going to be organized in your school. You are Akshita Bora, the Activity incharge of Summerfield School, New Delhi. Draft a short notice informing the students, giving other relevant details. Put the notice in a box.

<p>SUMMERFIELD SCHOOL,NEW DELHI</p> <p>NOTICE</p> <p>12<sup>th</sup> April,2014</p> <p>INTER-HOUSE QUIZ</p> <p>An Inter-House Quiz is being organized on 25<sup>th</sup> April, 2013, in the school auditorium, from 8-11 am for the students of Classes IX- XII. This General Knowledge quiz will comprise of three rounds-Rapid Fire, Visual and Buzzer round. Each house-team will have three members. House Captains should submit the names of their team by 21stApril, 2013, to their respective house-in charges. For further details contact the undersigned.</p> <p>Akshita Bora</p> <p>(Akshita Bora)</p> <p>Activity Incharge</p>
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## **PRACTICE QUESTIONS:**

- i) You are Manav/Manvi of the School Cultural Committee. You have to write notice for the Cultural Fiesta to be held in your school. Write the notice in not more than 50 words mentioning the date, venue, time and items to be held.
  
- ii) You are Selvi/Selvan of St. Joseph's School, Jabalpur. Your school is organizing a charity show in aid of the victims of recent floods. Write a notice to be put up on the school notice board inviting names of students from class IX-XII interested in participating. Also encourage them to contribute generously to the cause. Write the notice in not more than 50 words.
  
- iii) Modern Public School, Agra is organizing a 'Book Week' from 3<sup>rd</sup> to 5<sup>th</sup> August. Students' work which includes poems, short stories and book reviews, will be put up for display. The exhibition will be inaugurated by Ms Shehla Shrivastva, the well known writer for children's books, and will be open for parents on 7<sup>th</sup> and 8<sup>th</sup> August during school hours. You are Kirti/Karan, President of the School Book Club. Put up a notice on the school notice board to this effect. Do not exceed 50 words.

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