

**INDIAN SCHOOL MUSCAT**

**MIDDLE SECTION**

**DEPARTMENT OF ENGLISH**

Worksheet on – **NOTICE WRITING**

Name: \_\_\_\_\_ Class VII \_\_\_\_ Roll No. \_\_\_\_ Date: \_\_\_\_\_

1. You are Aman / Anita, the Secretary of the Quiz Club. Your school, St. Joseph's Public School, Bengaluru is organizing a Quiz competition for the students of the middle section. Draft a notice in not more than 50 words informing students, giving details of date and venue, number of team members in a team, last date of submission, and any other relevant detail needed for the same.

2. You are Naveen / Neena. You are the Coordinator of the Photography Club in your school. Your club is organizing 2days photography training session for the students of classes 7 and 8. Write a notice for the school notice board giving details of the training session such as date, timings, venue, enrollment, last date of submission, materials needed, and any other details needed in not more than 50 words.