



INDIAN SCHOOL MUSCAT
SENIOR SECTION
DEPARTMENT OF ENGLISH
CLASS XI
NOTICE WRITING



A notice is information regarding an important event that is about to happen or that has happened. It publicly displays a kind of information for others to know and follow:

- ✚ The notice must contain complete information
- ✚ The word **NOTICE** should be **written in capital letters at the topmost centre of the box.**
- ✚ Name of the institution / organization, place – in capital letters
- ✚ Date (formal) of writing the notice must be given on the left hand side
- ✚ Use formal language – write in third person
- ✚ The notice should be placed in a **box.**
- ✚ The message with essential details includes:
 - Heading – (a phrase and not a sentence)
 - Important details – Wh Questions-who, what, venue, date, time, event etc.
 - The name and designation of the issuing authority
- ✚ Word limit – 50 words

FORMAT OF A NOTICE

NOTICE	
NAME OF THE INSTITUTION/ORGANISATION, PLACE	
FORMAL DATE	
SUBJECT / TITLE	
CONTENT	
SIGNATURE	
NAME	
DESIGNATION	

NOTE: The notice is written on one single page

As the Head Boy/Head Girl of your school, you are organizing a Career Counselling session for X and XII class students of your school. Write a notice giving details to be displayed on your school notice board in about 50 words.

The word

NOTICE

Issuing authority,
place

Date, Subject

Who, What, for
whom, when,
where.

Relevant details

Signature

Name

Designation

NOTICE

JAWAHAR NAVODAYA VIDYALAYA, VADODRA

28 April, 2018

CAREER COUNSELLING WORKSHOP

The **students' Council** is **organizing** a **Career Counselling Workshop** for students of **Classes IX and X** on **Saturday, 10 September from 9:00 am to 2:00 pm** in the **School Auditorium**. **Renowned Counsellors** from **various Universities** will address the Students. Students interested in participating should be **seated** in the **Auditorium by 8:45 am**.

Sd/-

Alister

Head Boy

Practice questions:

1. You are Vatsal/Vanessa, the Cultural Secretary of Loreto Convent School, Lucknow. Draft a notice inviting students to give their names for various events to be organized for Annual Charity Fundraiser event of your school. (Word limit – 50 words)
2. Your school is organizing a tour to Mumbai and Goa during the Summer Vacation. Write a notice in about 50 words giving detailed information to the students. You are Amisha /Kuber, Tour Organiser of Vasant Valley School, New Delhi.
3. An Inter-House Quiz is going to be organized in your school. You are Akshita Bora, the Activity in-charge of Summerfield School, New Delhi. Draft a short notice informing the students, giving other relevant details.
4. Apex Public School, Agra is organizing a declamation competition. The topic is 'Environmental degradation is a global concern'. Two students can participate from each school. Draft a notice giving all relevant details. You are Savio/Susan, Head Boy/Girl of Ryan International School, Delhi.