

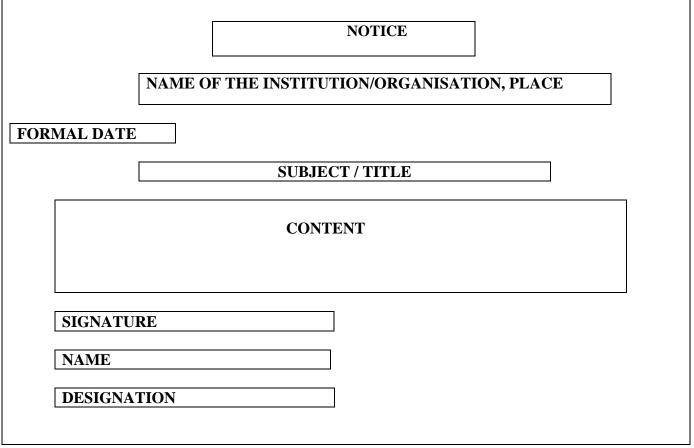
INDIAN SCHOOL MUSCAT SENIOR SECTION DEPARTMENT OF ENGLISH CLASS XI NOTICE WRITING



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:

- **4** The notice must contain complete information
- **4** The word **<u>NOTICE</u>** should be <u>written in capital letters at the topmost centre of the box</u>.
- **4** Name of the institution / organization, place in capital letters
- **4** Date (formal) of writing the notice must be given on the left hand side
- ↓ Use formal language write in third person
- **4** The notice should be placed in a **box**.
- **4** 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





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
NOTICE	JAWAHAR NAVODAYA VIDYALAYA, VADODRA
Issuing authority,	28 April, 2018
place	CAREER COUNSELLING WORKSHOP
Date, Subject	The students' Council is organizing a Career Counselling Workshop
Who, What, for	for students of Classes IX and X on Saturday, 10 September from
whom, when,	9:00 am to 2:00 pm in the School Auditorium. Renowned Counsellors
where.	from various Universities will address the Students. Students interested
Relevant details	in participating should be seated in the Auditorium by 8:45 am .
	in participating should be scaled in the Auditorium by 0.45 am.
Signature	Sd/-
Name	Alister
Designation	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.