

Notice Writing, Paragraph Writing, Summary Writing, Letter Writing



Hello, My Writers! It's Me EeeBee, Your Writing Buddy!

Today we're going to learn how to turn a long piece of text into a short and clear Writings. Just like packing only what you need for writing teaches you to pick only the most important ideas and leave the rest behind!



LEARNING OUTCOMES

- What a Notice is and when it is used
- How to write a strong topic Sentence
- How to add supporting details & examples
- What is a Letter and why we write it
- The types of Letters – Formal and Informal
- Sample Letters and Activities
- **Types of Essays:** Descriptive, Narrative, Expository, Argumentative
- **Essay Structure:** Introduction – Body – Conclusion

What is a Notice?

A **Notice** is a short piece of **Formal Writing** used to give **information** to a group of people, especially in schools, offices, clubs, and societies.

What is a Paragraph?

A **Paragraph** is a group of sentences about one main idea.

It begins with a **Topic Sentence**, followed by **Supporting details**, and ends with a **Concluding Sentence** or smooth connection to the next idea.

What is Letter Writing?

Letter Writing is a way of **sending thoughts**, **requests**, **feelings**, or **information** to someone through written words.

Letters are of two main types:



Formal Letter	Informal Letter
For official, school, or public purposes	For family, friends, or relatives
Polite, respectful tone	Friendly and emotional tone
Structured format	Personal and casual

What is Summary Writing?

A **Summary** is a short version of a longer text that includes only the main ideas. It should be **brief, clear, and in your own words**.

Formats

A. Format of a Notice

Let's learn the standard format that makes a notice **clear and complete**!

Section	What It Includes	Example
Name of Institution	Who is issuing the notice	Sunrise Public School
Date	The day the notice is written	16 July 2025
Heading	What the notice is about	Science Quiz Competition
Body	Important details: What, When, Where, Who, Why	All students from Class 6 to 8 are invited to participate in the quiz on 20 July at 10:00 a.m. in the Auditorium.
Signature	Name and designation of the person issuing it	Ravi Kumar (Science Club Secretary)

Important Points:

- Use a box to enclose the Notice
- Keep the Notice short and to the point
- Write in third person (No "I", "we")
- Use formal and polite tone
- Follow the Tense rules properly (usually present or future tense)

B. Structure of a Letter (Formal & Informal)

Part	Formal Letter	Informal Letter
Sender's Address	Top-left	Top-right
Date	Below address	Below address
Salutation	Dear Sir/Madam	Dear Grandma/Amit/etc.
Body	Clear paragraphs (Intro, Main, Closing)	Casual conversation
Closing	Yours sincerely / faithfully	With love / Yours lovingly
Name & Signature	Full name	First name only

C. Key Elements of a Good Summary

1. Key Points Identification

- Focus on the main idea and supporting details
- Skip examples, extra stories, and dialogue
- Ask yourself:
 - ✦ Who?
 - ✦ What happened?
 - ✦ Where and when?
 - ✦ Why is it important?

GRAMMAR BYTE



Underline or highlight the main idea in each Paragraph while reading.

2. Avoiding Redundancy

Don't repeat the same point in different words. Also avoid:

- Descriptions and dialogues
- Opinions and emotional language
- Personal phrases like I think, In my opinion

Examples:

1. The fox failed to get the grapes and called them sour.
2. The fox kept jumping and jumping but couldn't get the grapes. He became angry and walked away. He said the grapes must be sour and he didn't want them anyway.

3. Word Limit and Coherence

- Stick to the word count given (often 50–100 words for Class 7)
- Write in simple, connected sentences
- Use linking words: and, but, because, so, then, after that
- Use the same Tense throughout

Example Word Connectors:

First → Then → Next → Finally

Because → So → Therefore → However

Examples :

School Notices

1. Inter-House Debate Competition

SUNSHINE PUBLIC SCHOOL

NOTICE

Inter-House Debate Competition

16 July 2025

All students of Classes 6 to 8 are informed that an Inter-House Debate Competition will be held on 22 July 2025 at 11:00 a.m. in the School Auditorium.

Interested students may give their names to their house captains by 19 July.

Winners will get exciting prizes!

Riya Sharma

(Cultural Secretary)

2. Library Books Return

GREENFIELD ACADEMY

NOTICE

Library Book Return

10 March 2025

This is to inform all students that they must return their library books by 15 March 2025.

Any late returns will be fined as per library rules.

For queries, contact the librarian during school hours.

Amit Rawat

(School Librarian)

Structure of a Good Paragraph

Part	Purpose	Example
Topic Sentence	States main idea	"Healthy food keeps our body strong".
Supporting Details	Add facts/examples	"Fruits and vegetables give us vitamins".
Closing Sentence	Ends or links	"So, eating healthy is the key to fitness".

Examples of Informal / Formal Letters

Personal Letter

Topic: Write a letter to your cousin telling them about your summer vacation trip.

A-56, Green Park Colony

New Delhi – 110017

15 July 2025

Dear Riya,

I hope you're doing great! I wanted to tell you about my amazing trip to Manali. The mountains were covered in snow, and we even built a snowman!

I wish you had come along. I'll send some photos soon. Write back and tell me how your holidays went.

With love,

Your Affectionately,

Tanvi

Letter of Complaint

Write a letter to the Municipal Corporation about the overflowing garbage near your house.

A-56, Green Park Colony

New Delhi – 110017

15 July 2025

The Commissioner

Municipal Corporation

New Delhi

Subject: Complaint about overflowing garbage

Dear Sir/Madam,

I am a resident of Green Park Colony and wish to bring to your notice the issue of garbage overflow near our lane. It has become a health hazard and attracts flies and stray animals.

We request you to take immediate steps to clean the area and ensure regular waste disposal.

Thank you.

Yours sincerely,

Tanvi Malhotra

Tone & Language

Aspect	Formal Letter	Informal Letter
Tone	Polite, professional	Warm, emotional
Words	Formal expressions	Personal words
Punctuation	Precise	Natural and flowing

Using Connectors (Linking Words)

Connectors join ideas and help the essay **flow smoothly**.

Purpose	Connectors
To Add	also, moreover, in addition, besides
To Compare	similarly, just like, likewise
To Contrast	however, but, on the other hand
To Give Examples	for example, such as, for instance
To Conclude	in conclusion, finally, to sum up

Example:

"I love reading. **For example**, I read for an hour every night. **Moreover**, I enjoy discussing books with my friends".

MY ACTIVITY CORNER: PICTURE SENTENCES

Cut out colourful shapes and write one notice in proper format.

Use headings like:

- "Lost and Found"
- "Club Meeting"
- "Book Fair"

Pin them on a class-made display board.



PRACTICE ACTIVITIES – LET’S TRY TOGETHER



Skills/Level
READING & WRITING/A2



A Rewrite this Passage into a Summary

“There was once a young boy who was very lazy. He never helped his parents or studied. One day, he got lost in the forest. After struggling to survive, he realised the value of hard work. He returned and became a responsible son.”

B Fill in the Blanks (Notice Format)

1. Name of Institution: _____
2. Date: _____
3. Heading: _____
4. Body:
 - a) What is the event? _____
 - b) When and where? _____
 - c) Who is invited? _____
5. Signature and Designation: _____

C Complete the Notice

Write a Notice informing students about a “Tree Plantation Drive” organised by the Environment Club on 20 August at 9 a.m. in the school garden. Names to be given to the club head by 18 August.

D Write Formal and Informal Letter

1. Write a Formal letter to your Principal asking for leave to attend a family wedding.
2. Write an Informal letter to your friend describing your birthday celebration.

COMMUNICATION SKILLS – LET’S TALK AND SHARE

SPEAKING GAMES

“Summarise It in 3!”

- Listen to a short Paragraph read aloud by the teacher.
- Each student must say its summary in **3 short sentences only**.

Choose one topic (e.g., My Pet, My Hobby)

Speak aloud your Paragraph with:

- 1 Topic Sentence
- 2 Supporting Sentences
- 1 Closing Sentence



Skills/Level
SPEAKING/A2



Choose a topic and give a 1-minute Mini Essay Speech.

Topics:

- My Dream Vacation
- Books vs. Movies
- Why Sports Are Important

Use **Intro – Body – Conclusion** when you speak!

Reporting Relay!

Sit in a circle. One student says a sentence in direct speech. The next person converts it to indirect speech and passes a new direct sentence to the next.

LISTENING ACTIVITY



Skills/Level
LISTENING/A1



Teacher reads a news story.

Answer the following:

- What is the main idea?
- Who is involved?
- What happened first and last?

Your teacher reads a paragraph aloud. You answer:

- What is the topic?
- How many supporting sentences did you hear?
- What was the closing sentence?

Your teacher will read a short essay. As you listen, answer:

- What is the topic?
- What conclusion did the writer give?
- What are the 3 main points discussed?

Teacher says 5 Direct Speech lines aloud. Students note them down and report them in indirect speech.

ASSESSMENT & REVIEW – HOW WELL DID I LEARN?



LET'S RECAP : WHAT DID WE LEARN?

Element	Description
Topic Sentence	Introduces the paragraph's main idea
Supporting Sentences	Explain, describe, give examples
Unity	All sentences stick to one idea
Logical Flow	Sentences follow a natural order
Concluding Sentence	Ends the idea or links to the next

Element	What It Does
Heading	Announces the topic
Date	Shows when it was issued
Body	Gives event details
Signature	Makes it official
Tone	Must be formal and polite

Concept	What It Does
Formal Letter	For officials, formal tone, fixed structure
Informal Letter	For family/friends, friendly tone
Format	Address, Date, Salutation, Body, Closing
Tone	Depends on purpose and person addressed

Section	Key Idea
Essay Types	Descriptive, Narrative, Expository, Argumentative
Structure	Introduction, Body, Conclusion
Connectors	Help link ideas smoothly
Examples	Support ideas clearly

SELF-ASSESSMENT CHECKLIST

How well did you learn? Colour the Smiley face that shows how you feel.



I can do it well !



I need a little help



I need more practice

- Write a complete Notice using proper format
- Include all key details clearly
- Use the correct Tone and Tense
- Write short and effective Notices for school events
- Identify Formal and Informal Letters
- Write Letters using correct format
- Choose the right Tone and Words



- H. Write Letters with clear body Paragraphs
- I. Identify different types of Essays
- J. Write an Essay with a proper structure
- K. Use connectors to link Sentences
- L. Give examples in my Writing
- M. Identify topic and supporting Sentences
- N. Write a Paragraph with unity
- O. Add examples and closing lines
- P. Keep a smooth flow of ideas
- Q. Change statements from Direct to Indirect Speech
- R. Change questions using 'if' or 'wh' words
- S. Use the right Reporting Verbs
- T. Change Pronouns and time expressions correctly



EEEBEE INTERACTIVE ACTIVITIES



Listening



Speaking



Reading



Writing



Grammar



Vocabulary

WRITE YOUR SCORE

Practice your LSRW Skills



on Communication Lab



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