



Hi, I am EeeBee



Writing Notices

Learning Outcomes

- Students will learn the format and language of notices.
- They will identify key components like heading, date, body, and signature.

Function of a Notice

The main function of writing a notice is to give some important information to a group of people. It can refer to an event that has happened or an event that is about to happen.

Format of a Notice

A notice should be written in the following format:

- the name of the organisation issuing the notice
- a heading to introduce the subject of the notice
- the body of the notice
- the title 'NOTICE'
- the date
- the writer's signature, name (in block letters) and designation

Name of organization issuing the notice

Date

NOTICE

Heading

Body of letter

Signature

Name

Designation

Read the following notice:

Modern Public School

Kolkata, West Bengal

NOTICE

Our school is organizing a Quiz competition as per the details given below.

Day : 20th October

Time : 10:30 a.m.

Venue : Our school auditorium

Students interested in taking part in the quiz should give their names to Ryan Mukherjee, Head Boy of our school on or before 16 September.

Principal

10th October, 20 ____

Signature (Principal)

10th October ____



Let us take one more example of a notice.

S.R. Secondary School

Lingampally, Hyderabad

NOTICE

We are pleased to inform all the students that our school is organizing a five day tour to Darjeeling (West Bengal) as per details given below.

Classes : VI to IX

Date of departure : 23rd February 20__

Date of arrival : 27th February 20__

Those who are interested may deposit ₹ 3500 per head in the school office with Trishna ma'am. The cost is inclusive of sightseeing, boarding and lodging at a good hotel; exclusive of airfare.

Please give your name on or before the 20th February.

Rajat Dhar

Head Boy

10/02/20__

Write notices on the following topics.

1. You are Deepak, school captain of M.S.K. High School, Kolkata.
Write a notice informing the students about an Inter-School football competition.
2. You are Deeraj Kumar, the cultural secretary of DAV Public School, Bengaluru. Your school is organizing an inter-school drawing and painting competition for classes VI to VIII. Write a notice inviting students to participate.
3. You are Preeti, the Editor of the school magazine. Your school is organizing an interclass poetry and cartoons competition. Write a notice inviting students to participate.
4. You are the Head Boy of your school. Rahul, a classmate of yours, has lost his library book during the recess on 18th September, 20__. Write a notice asking the book whoever got it to submit at library-in-charge.



Skills/Level
WRITING/B2

