

## 12

# Attention, Please! (Notice Writing)



**Hello, My Sharp Writers!** It's me, EeeBee, your writing buddy! Today, we are learning how to write something short, smart, and super important a NOTICE!

Notices help us inform, invite, or instruct others about something coming up. Let's become official announcers together!

## LEARNING OUTCOMES



- What a Notice is and when it is used
- The Format of a notice (Name, Date, Heading, Body, Signature)
- Purpose and Tone of a Notice
- Sample Notices for School Events
- Practice Questions and Fun Writing Tasks

## 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.

## 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)

## Examples :

### School Notices

#### Example 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)

#### Example 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)

## PRACTICE ACTIVITIES – LET’S TRY TOGETHER



Skills/Level  
READING & WRITING/A2



### A Fill in the Blanks (Notice Format)

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

### B 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.

---

---

---

### MY ACTIVITY CORNER: DESIGN A CLASS NOTICE BOARD!

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. Let EeeBee inspect your board for good layout!



## COMMUNICATION SKILLS - LET'S TALK AND SHARE

### SPEAKING ACTIVITY:

Take turns pretending to be class monitors or club leaders and read your notices aloud to the class. Use a clear and formal voice!



**Skills/Level**  
SPEAKING & LISTENING/A2



### LISTENING ACTIVITY:

Teacher reads out 3 notices. Students must write down key points: What, When, Where, Who issued it.



## ASSESSMENT & REVIEW - HOW WELL DID I LEARN?



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

### SELF-ASSESSMENT CHECKLIST

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



I can do it well !



I need a little help



I need more practice

A. Write a complete notice using proper format



B. Include all key details clearly



C. Use the correct tone and tense



D. Write short and effective notices for school events



## EEEBEE INTERACTIVE ACTIVITIES



Listening



Speaking



Reading



Writing



Grammar



Vocabulary

WRITE YOUR SCORE

Practice your LSRW Skills



on Communication Lab



Produced By  
**EeeBee & Friends**

# The Topper's Edge Podcast

