

Worksheet-7

Subject: - English

Class: - VIII

Teacher: - Mrs. Divya

Name: \_\_\_\_\_ Class &amp; Sec: \_\_\_\_\_ Roll No. \_\_\_\_\_ Date: 20.04.2020

## NOTICE WRITING

NOTICE WRITING Date: \_\_\_\_\_  
FORMAT Page No. \_\_\_\_\_

NAME OF THE INSTITUTION (Capital letters)  
 NOTICE

DATE

SUBJECT

X

Body of - the  
 Notice

NAME  
 (Designation)

ALWAYS REMEMBER THE FIVE W'S while writing a notice

(i) What:- What is the notice about?

(ii) Where:- location of the event. → where it is going to be held.

(iii) Who:- Who is the notice addressed to?

(iv) When:- This is the time and date of the event. If possible, the duration of the event should also be written.

(v) Whom:- Final detail should be whom to contact or get in touch with.

## Sample Notice 1 and 2

You are Megha Gupta/ Mehul Gupta, the Head Girl/Head Boy of St Mary's School, Dehradun. Draft a notice, informing the students of classes DC to XII about a workshop on 'table manners and etiquettes' to be held in the school premises. Give all the necessary details.

**Answer:**

ST MARY'S SCHOOL DEHRADUN

**NOTICE**

20th October, 20XX

## Workshop on Table Manners

This is to inform all the students of classes IX to XII about a workshop on 'Table Manners and Etiquettes', that will be held in the school auditorium on 25th October, 20XX (Wednesday) at 8:00 am. It is mandatory for all the students to attend the workshop. For any type of query please contact the undersigned.

(Sign)

Megha Gupta

*(Head Girl)*

You are Anu Desmukh/ Anoop Desmukh, the Sports Secretary of Laxman Public School, Bhilai. Your school has decided to host the regional level volley ball tournament. Draft a notice for your school notice board inviting all the children of your school to cheer for the teams.

**Answer:**

LAXMAN PUBLIC SCHOOL, BHILAI

**NOTICE**

10th November, 20XX

Cheer UP !

This is to inform all the students that regional level Volley Ball Tournament is being hosted by the school from 1st December to 4th December from 10:00 am to 2:00 pm. All the students are requested to come and encourage the participants by cheering for the teams. For more information contact the undersigned.

(Sign)

Anu Desmukh

*(Sports Secretary)*

## Home Work

Q1: In your school, the Drama Club is organizing a drama.

**Write a notice to be put up on the school notice board inviting students to participate in the drama. Sign yourself as the secretary of the Drama Club.**

Q2: You are Ram / Rani of Carmel School, Shornur. Write a notice to be put up on the school notice board regarding the upcoming Annual Day Celebration in your school.