

NOTICE
(4 marks; 50 words)

VALUE POINTS:

1. Box is compulsory.
2. Write the word 'Notice' on top above the box to make your choice clear to the examiner.
3. Inside the box, on top, write the name of the school, notice, specific heading, date of issue, contents including date, time, venue, any other information as to whom to contact, when, how, etc.,
4. The signature, name and designation of person issuing the notice must be included at the end.

Sample Notice:

1) As President, Art Club, Clayton Public School, draft a notice informing students about a poster making competition. Invent all necessary details. (50 words)

CLAYTON PUBLIC SCHOOL

NOTICE

02 May 2019

POSTER MAKING COMPETITION

The school is going to organize a Poster Making Competition.

Date: 06 May 2019

Time: 12.30 pm. – 2 pm.

Venue: Football Grounds

Topics: Junior Category Classes 6 – 8 - "Pollution"

Senior Category Classes 9-12 - "A World Free of Abuse".

Interested students should submit their names to the undersigned before 4 May 2019. Winners will be awarded certificates and cash prizes.

Sd/-

ABC

President, Art Club.

- Q.2. The Trekking Club of your school is organizing a trekking tour for one week along with the Indian Mountaineering Federation. Draft a notice for senior students giving other necessary details.

ABC SCHOOL, NEW DELHI
NOTICE

02 March 2019

TREKKING EXPEDITION

The School trekking club invites enthusiastic adventure loving students of class XI and XII for a week long trekking expedition, from 15 to 22 March 2019 to Sitalkhet in Uttaranchal. The trip has been organized in collaboration with Indian Mountaineering Federation. The total cost of the trip is Rs.15000. Kindly give your names by 10 March 2019 to your class teacher. For further information contact the undersigned.

Sd/-
XYZ
Secretary, Trekking Club.

PRACTICE ASSIGNMENTS

- 1) You are the Secretary, Music Club of Apurva International School. Your school is organizing a Music Carnival for the students of classes 6 to 12. Write a notice inviting students to participate and give their auditions for the carnival in about 50 words.
- 2) The Centre for Environment Studies is organizing a workshop to create awareness about Global Warming on the 15 and 16 March 2019. Draft a notice informing the students of classes 11 and 12 interested in taking part in the workshop in about 50 words.
- 3) The Hindustan Times is organizing a One Act Play Competition on the issue of Gender Equality. As Secretary, Dramatics Society, draft a notice informing the students about it and asking for participation in about 50 words.
- 4) Draft a notice as the Secretary, Residents' Welfare Association, Gulmarg Society, informing residents about the Diwali celebrations to be held in your society. Write the notice in about 50 words giving necessary details.