

Notice Writing

1. You are the Secretary of the Neighbourhood Watch Scheme , Jastinapur, Sector D-3 Society. Draft a notice for the Society notice board, informing residents about the change of personnel, Head Security, Gate 2 and share necessary details. Also, include the news of installation of the much awaited security camera, on the Eastern periphery of the Society.
2. Bali High Public School has recently created CureGreen, a dedicated area for local medicinal herbs and shrubs, adjacent to the flower garden, on campus. As Rachel Tiwari, Captain of the Eco-Club , draft a notice for the school notice board, informing students of classes XI-XII, about a guided walk through CureGreen , post assembly, on Friday, 10 July. Invite care-giver applications, for CureGreen.
3. You are Josely Mathew, the President of the school book club. The club is organising a drive for promoting reuse of study materials and books. Draft a notice in about 50 words, for the school notice board, addressing students of classes X - XII, informing them about this drive and urging them to contribute to the endeavour. Mention how the donated books would benefit a charitable cause.
4. As the House Captain of A.B.M Public School, Telangana, draft a notice in not more than 50 words for the school notice board, informing House members from X-XII about the change in topic and submission dates for Round 1 of 'Discovery' - the upcoming InterHouse Research-based Paper Presentation Competition. Do not forget to issue an apology for the above. You are Kruthika Reddy.
5. Maruti Public School will be conducting an online course on news reading during the summer vacations for students of Class XI and XII. In this course, students will learn to understand news reports, build the habit of reading the news regularly, and will have a chance to interact with well-known journalists. As Rutwik Sen, Editor of the school magazine, draft a notice in about 50 words for the school notice board, urging students to sign up. Mention any other relevant details required for the notice.