

# Notice Writing Format, Examples, Topics, Exercises

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◆ A notice should be written in the following format:

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

◆ Sample Notice:

Question 1.

As Secretary of the Eco Club of Avabai Petit School, Mumbai, draft notice in not more than 50 words, informing the club members about the screening of Leonardo Dicaprio's film '11th Hour' in the school's auditorium.

Sarvodaya Education Society, a charitable organisation is coming to your school to distribute books among needy students. As Head Boy/Head Girl, Sunrise Public School, Surat, write a notice in about 50 words asking such students to drop the lists of books they need in the box kept outside the Principal's office. You are Navtej/ Navita. (4 marks) [CBSE Delhi 2015] Answer:

Question 2.

Your club is going to organise an inter-class singing competition. Write a notice in about 50 words inviting names of the students who want to participate in it. Give all the necessary details. You are Navtej/Navita, Secretary, Music Club, Akash Public School, Agra. (4 marks) [CBSE (AI) 2015] Answer:

Akash Public School, Agra

Notice

January 15, 20XX

Inter-Class Singing Competition

The Music Club Announces "Swar Tarangam", an Inter-Class Singing Competition for classes VI, VII & VIII on February 27, 20XX. The theme for the Competition is 'Devotional or patriotic song'. Interested students should register with the Music department. The auditions will be held from 27th January – 5th February in the School Auditorium. There will be 6 entries from each class, i.e., VI, VII & VIII. The list of finalists will be put up on the notice board on February 7, 20XX. For further details, contact the undersigned. Navtej

Secretary

Music Club

Question 3.

Your school is organising a SPICMACAY programme on the occasion of the World 'Dance Day' wherein the renowned Bharatnatyam dancer, Geeta Chandran would be giving a lecture-demonstration. As the President, Cultural Society of your school, draft notice in about 50 words, informing the students about the same. You are Rakhsita/Rohit of MVN Public School. (4 marks) [CBSE Sample Paper 2016] Answer:

**Mvn Public School**

**Notice**

April 20, 20xx

**World Dance Day Celebration**

On the occasion of World Dance Day, our school is organising a SPICMACAY presentation by the renowned Bharatnatyam dancer, Geeta Chandran. Students from Class IX-XII are eligible to attend the lecture demonstration. Interested students may register with their class teacher. For any further details, please contact the undersigned.

Venue: School Auditorium

Date: April 29th

Time: 10 a.m.

Rakshita, Class XII

President, Cultural Society

Question 4.

Water supply will be suspended for eight hours (10 a.m. to 6 p.m.) on the 6th of March for cleaning the water tank. Write a notice in about 50 words advising the residents to store water for a day. You are Karan Kumar/Karuna Bajaj, Secretary, Janata Group Housing Society, Palam Vihar, Kurnool. (4 marks) [CBSE Delhi 2016] Answer:

**Janata Group Housing Society**

**Notice**

February 27, 20XX

**Water Tank Cleaning**

This is to inform all the residents that the water supply will be suspended for eight j hours (10 a.m. to 6 p.m.) on the 6th of March for cleaning of the water tank. All the residents are advised to store water for a day. The inconvenience caused is deeply regretted.

Karan Kumar-Secretary

Palam Vihar, Kurnool

Question 5.

Yesterday, during lunch break you misplaced your notes on chemistry lectures. You want to get them back. Write a notice in about 50 words for the school noticeboard. You are Karuna/Karan, a student of class XII A. (4 marks) [CBSE (AT) 2016] Answer:

Avn Public School!

Notice

February 27, 20xx

Chemistry Notes Misplaced

I have lost my chemistry lecture notes on 14 January, 20XX during lunch break !! between 12-12.30 p.m. They were in a red Classmate folder It was left in the school j ! ground, on a seat in the east pavilion. Whosoever has found it, kindly return it to me.

Karuna

Class XII A

Question 6.

After the rain, cases of dengue, chikungunya, etc. are on the rise in your city. As a

Principal, Sunshine Public School, Manu Vihar, you have decided to allow your students to wear full sleeve shirts and trousers in the school for a period of one month. Write the notice in about 50 words. (4 marks) [CBSE (Delhi) 2017] Answer:

Sunshine Public School, Manu Vihar

Notice

August 10, 20xx

Dress Code as Preventive Measure

This is to hereby inform all students of Sunshine Public School, Manu Vihar that j from August 11, 20XX to September 11, 20XX you have to wear full sleeve shirts and j trousers in the school as protection against dengue, malaria, and chikungunya that has become endemic here. i Vijaya Vyas

(Principal)

Question 7.

You are Health Secretary, Students Council Citizens Public School, Ram Bagh, Varanasi. The Council has decided to start from the 2nd of October a week-long cleanliness drive around the school. Draft a notice in about 50 words asking class XI students to enroll for the drive. (4 marks) [CBS.E (Delhi) 2017] Answer:

**Students Council Citizens Public School, Ram Bagh**

**Notice**

September 23, 20xx

**Cleanliness Drive**

This is to hereby inform the Middle and High School students that the Students Council of our school has decided to undertake a drive for cleanliness in and around our school. The details for the drive are as follows:

Venue: School Ground & 2 km around school

Date: October 2, Gandhi Jayanti

Time: 8 a.m. – 11 a.m.

Special Guest: Chairman, MCD

You will be provided with cleaning gadgets.

Varun Kaushik;

Health Secretary

Question 8.

R.J. Public School is located in Central Government employee's residential colony. Cultural Society of the school has decided to organise a fancy dress show on the 25th of January in which each participant will wear the dress particular to his/her region. The aim is to show the cultural diversity of India. As Secretary, write a notice in about 50 words inviting the names of those who want to participate. (4 marks) [(Delhi) 2017] Answer:

**R. J. Public School, Pune**

**Notice**

December 28, 20xx

**Fancy Dress Exhibition**

This is to inform and invite participation for a Fancy Dress Show, highlighting the :

Cultural Diversity of India. The eager participants are to note the following and enroll: with the dress and cultural ideas in detail.

Venue: Community Centre

Date: January 25, 20XX

Time: 10 a.m.- 1p.m.

Theme: India's Cultural Diversity

Chief Guest: Lt. Col. S. S. Sandhu

Entry: No Fee

Vinod Khaitan:

(Cultural Secretary)

Question 9.

An NGO has approached your school to offer book grants to needy students. As Head Girl of Sunshine Public School, Aram Bagh, write a notice in about 50 words asking students who are in need to put their requests into the box kept outside the Principal's office. (4 marks) [CBSE (Delhi) 2017] Answer:

**Sunshine Public School, Aram Bagh**

**Notice**

April 15, 20xx

**Book Grants For the Needy**

This is to inform the needy students of our school that 'Books for AH', an NGO, wishes to provide books for needy students. Those in need of books, kindly submit your requirements subject and class wise. Write the complete name of the book and the publisher, neatly on a sheet of paper Write your own name, class, and section too, and j put it in the dropbox outside the Principal's office. Richa Sodi (Head Girl)

Question 10.

The Principal, Sunshine Public School, Dindigul has invited the Inspector of Police (Traffic) to deliver a lecture on 'Road Safety' in her school. Draft a notice in about 50 words informing the students to assemble in the school auditorium. (4 marks) [CBSE (AI) 2017] Answer:

**Sunshine Public School, Dindigul**

**Notice**

March 10, 20xx

**Road Safety Awareness**

This is to inform the students of Middle and High School that a lecture will be delivered on Road Safety to create awareness amongst them. The following are the details:

Venue: Senior Assembly Area

Date: March 18, 20XX

Time: 9 a.m.-10 a.m.

Resource Person Inspector of Police (Traffic)

For any further information, contact the undersigned.

Diljit

(Principal)

Question 11.

Twenty-five years ago, a government school was opened in Adampur, your village. As a part of its silver jubilee celebrations, the school has decided to honour the meritorious old students who are now holding important positions in life. As a Head Boy/Girl, draft notice in about 50 words inviting students of classes IX and XII to attend the function in the school hall. (4 marks) [CBSE (F) 2017] Answer:

Question 12.

You are Simar/Smriti of Lotus International School, Jodhpur. Your school has decided to contribute in controlling traffic near your school and require the names of volunteers from IX to XII. Write a notice in about 50 words to be displayed on the noticeboard. (4 marks) [CBSE Sample Paper 2019] Answer:

Lotus International School, Jodhpur

Notice

October 7, 20xx

Contribution in Controlling Traffic

This is for the information of the students from classes IX to XII. The school has decided to contribute in controlling traffic near the school. Therefore, all the students who want to volunteer for this social cause may give their names to the undersigned i latest by tomorrow. For further details, contact the undersigned.

Simar; (Head Boy)

Question 13.

The Arts Club of your school is going to organise a Drawing and Painting Competition. Write a notice in not more than 50 words, to be displayed on the school noticeboard, inviting students to participate in it. Give all the necessary details. You are Rishabh/  
Ridhima, Secretary, Arts Club, Sunrise Public School, Gurugram, Haryana. (4 marks) [CBSE (1/1/1) 2019]

Answer:

Sunrise Public School, Gurugram, Haryana

Notice

May 5, 20xx

Attention! Art Lovers!

Arts Club will host a Drawing and Painting Competition on 19th June 20XX at the school amphitheater at 10:00 a.m.

All talented students must participate in the competition. For further details, contact; the undersigned.

Rishabh/Ridhima

Secretary, Arts Club