

NOTICE

POINTS TO BE FOLLOWED WHILE WRITING NOTICES:

- Adhere to the specified word limit of 50 words.
- Name and place of the school, organization or office issuing the notice should be mentioned at the top.
- Write the word NOTICE.
- Write the date of issuing the notice.
- Give an appropriate heading.
- Clearly mention the target group (for whom the notice is to be displayed).
- Purpose of the notice.
- Mention all the relevant details (date, venue, time).
- Mention whom to contact for extra information.
- Name and designation of the person issuing the notice.
- Put the notice in a box.

Format of a notice A NOTICE is always written in a box.

NAME OF THE INSTITUTION/ORGANIZATION/OFFICE, PLACE

NOTICE

13th April, 2023

SUITABLE HEADING

Content: Target group-for whom the notice is. Date, time, venue and all important details and any extra information needed. (Body of the Notice 50 words) Answer the questions -For whom, what, when, where, why, how, by whom + additional information.

Name

Designation

1. You are Rachit / Rachna, the Incharge of cultural club of New Public School, Delhi. Draft a notice for your school notice board inviting the students to participate in the inter house dance competition which is going to be organised in your school.

NEW PUBLIC SCHOOL, DELHI

NOTICE

13th April, 2023

INTER HOUSE DANCE COMPETITION

All the students of our school are hereby informed that an inter house dance competition is going to be organized in our school on 28th April, 2023 at 10 A.M. in the school auditorium. The winners will be selected for zonal level. Interested students may send in their names to the undersigned for participation latest by 20th April, 2023.

Rachit / Rachna

(Incharge)

Cultural Club

2. You are Raju/Rajni the secretary of the English club of ABC Sr. Sec. School. You plan to organize an educational tour to Manali during the autumn vacation. Mention the schedule of the tour and expenses to be included. Write a notice in about 50 words inviting the names of the students who are interested to join in the tour.

ABC SR. SEC. SCHOOL

NOTICE

15th April, 2023

TOUR TO MANALI

The English club of our school has decided to organize an educational "Tour to Manali" for one week during autumn vacation. The touring team will leave Delhi on 24th December, 2023 and will return back on 31st December, 2023. Those students who are interested to join the tour should contact the undersigned till 15th October, 2023. Also deposit Rs. 5000/- (rupees five thousand each) and a consent letter of your parents.

Raju/Rajni
(Secretary)
English Club

3. An inter-school debate competition is to be held in St. Stephens School, Visakhapatnam on Zonal Level. As Aakash, Head Boy of the school, draft a notice to be put up on the notice board inviting entries. Provide all necessary information in about 50 words.

ST. STEPHENS SCHOOL, VISAKHAPATNAM

NOTICE

15th April, 2023

INTER SCHOOL DEBATE COMPETITION

The school has decided to organize an "Inter-School Debate Competition" on Zonal level on 20th May, 2023 in our own school. The topic of the debate is Women Empowerment. Those students who are interested to participate in this debate competition should give their names to the undersigned before 1st May, 2023. The three best performs will be given the prize by school management committee.

Aakash
Head Boy

4. You are Samita/Sunil, the Secretary of AVM Housing Society. You are going to organize a blood donation camp in your society. Write a notice in not more than 50 words, urging the members of your society to come in large numbers for this noble cause. Invent all the necessary details.

AVM HOUSING SOCIETY

NOTICE

15th April, 2023

BLOOD DONATION CAMP

Our society is organizing a blood donation camp in the society's community center on 20th April, 2023, from 11 AM to 5 PM. The blood donation camp will be conducted under medical expert guidance. All necessary arrangement has been made for all the blood donors like drinks, fruits and refreshment. Residents of the society are requested to participate in this noble cause and invite their friends and relatives.

Sunil/ Samita
Secretary

4. An inter-class drama competition is to be held in St. Stephens School, Visakhapatnam. As Aakash, Head Boy of the school, draft a notice to be put up on the notice board inviting entries. Provide all necessary information in about 50 words.

ABC SR. SEC. SCHOOL, NAJAFGARH NEW DELHI- 43

NOTICE

15th April, 2015

MUSICAL EVENING

The cultural society of our school has decided to organize a colourful "Musical and Dance Programme." in the school assembly hall on July 15 at 5:30 p. m. . The chief guest will be the education director. Those students who are interested to join/ participate in the programme should contact the undersigned July 5, 2015. Also write the names of the music and dance.

XYZ
(Secretary)
Cultural Society

QUESTION BANK

1. You are Seema/Sudhir, the Cultural Secretary of your school. Write a notice for your school notice board in 50 words inviting students to participate in an inter-school poster making contest.
2. You are Kamal/Komal. Your school has decided to organise a cultural programme to raise funds for the victims of Orissa super cyclone. As the Cultural Secretary, write a notice in about 50 words giving details to your schoolmates.
3. You are Navin/Namita, Head Boy/Girl of your school. You have organised a talk on career guidance by Dr. Arun Bajaj, the eminent counsellor SAHYOG. Write a notice in about 50 words inviting students of XI and XII to attend the lecture.
4. Mother Teresa Public School, Kolkata is organising a debate on 15 February, 2023 at 11 a.m. The topic is 'Environmental degradation is a global concern'. Two students can participate from each school. As social secretary of your school put up a notice inviting names of students who wish to participate in the debate.
5. You are Shakti/Shalini working as the Students' Representative on the Management Committee of your school. The committee is going to meet next week to chalk out an academic programme for the next year. To ensure that the committee really prepares a need-based

programme for the students you have decided to invite the students' suggestions on this subject. Write a notice in this regard in not more than 50 words

6. Your school is organising a two-day Integration Camp at Sawan Public School, Mehrauli involving special children. There will be art work, music, song and dance competitions. As Cultural Incharge, draft a notice inviting names of participants from classes XI-XII.

7. NIE is organising an Inter School Debate at the PSBB Sr. Sec. School, Chennai on 14 February, 2023 at 10 a.m. The topic is 'Caring and Sharing—a global concern'. Two students can participate from each school. Being the NIE coordinator of your school, put up a notice inviting names of debaters for participation.

8. As the Head Boy/Head Girl of your school you are organising a Career Counselling Session for XI and XII Std. students of your school. Write a notice giving details of it to be displayed on your school notice board. (Word limit: 50 words)

9. You are the Secretary of your School Literary Association. Write a notice for your school notice board, giving details of the inauguration of the Literary Association activities. You are ABC of Queen Victoria Senior Secondary School, Nagpur. (Word limit: 50 words).

10. You are the Editor of your school magazine. Draft a notice for your school notice board inviting articles, sketches, etc. from the students for your school magazine. Sign as XYZ of ABT Senior Secondary School, Hyderabad. (Word limit: 50 words)

11. You are Amit/Amrita, Head Boy/Head Girl of your school (Zenith Public School). Write a notice for your school notice board calling for entries from desirous students for Britannia Quiz Contest—Preliminary round to be held at your school

12. You are Subodh/Smriti, Head Boy/Head Girl of your school. (Arya Public School, Ranchi). Write a notice for your school notice board inviting students to participate in an inter-house Science Quiz to be held at your school.

13. Commerce Association IBM School Faridabad is inviting Professor P.C. Seth to speak on 'Tax Reforms-the Need of the Hour'. As the Secretary of the Commerce Association, write a notice inviting the students to attend the lecture. Give details.

14. You are Sahil, Cultural Secretary of Tagore Model School, Cuttack. You have organised a Charity Show in your school in aid of the drought affected villagers of Kalahandi. Write out a notice to be displayed on the school notice board informing the students ; about the show and seeking their cooperation for the success of the charity show.

15. Your school is organising a fete to collect funds for charity. Only school students are eligible to put up stalls. As Head Boy/Head Girl of the Meera International School, draft a notice in not more than 50 words to be put up announcing sale of stalls giving all other necessary details.

16. The Students' Council of your school has organised an excursion to Kathmandu for the students of classes XI and XII during summer vacation. As President of the Council, write a notice in not more than 50 words telling the students about this excursion and inviting their names for joining it.

17. The Students' Council of your school has organised an excursion to Goa for the students of classes XI and XII during summer vacation. As President of the Council, write a notice in not more than 50 words telling the students about this excursion and inviting their names for joining it.

18. You are the pupil leader of your school. Draft a notice for the notice board about an excursion that your school is organising, giving all the necessary information in not more than 50 words, asking those desirous to join the excursion to give their names.
19. Write a notice to be circulated among the students of class XII informing them about a free trip to the International Trade Fair at Pragati Maidan. Imagine you are Priya/ Pranav, School Captain.
20. As Asha/Abhinav, School Pupil Leader, write a notice for the school notice board, informing students about proposed picnic at Rose Gardens/Sukhana Lake, Chandigarh.
21. You are Kumar, Sports Secretary of ABC School, Chennai. Write a notice for the school notice board informing the students that your school is playing a match against M.A.K. Senior Secondary School in the T.N.C.A. Cricket finals. Invite them to come and watch the match to cheer the team. (Word limit: 50 words)
22. You are Samuel John, the School Prefect. Your school has organised a trekking expedition during the autumn break. Draft a notice for the notice board giving all the necessary details in not more than 50 words asking those keen to join to submit their names.
23. Under the "Each One Teach One" programme, your school has adopted a nearby village/slum. As N.S.S. group leader, motivate student volunteers to participate in the campaign. You are Vibha/Varun of Springdales School, Rohtak.
24. You are the Director, Physical Education of your school. Your school is playing against CPM school, Meerut, in the Zonal Volleyball finals. Write a notice in about 50 words for your school notice board inviting your school students to come and watch the tournament and cheer the team.
25. You are the Sports Secretary of your school. Write a notice in 50 words for the school notice board, asking the students interested in hockey to give their names for selection for your school hockey team. (Eligibility—class VI to VIII students).
26. You are Vijay Saxena of XII C, DAV Sr. Sec. School, Chitra Gupta Road, New Delhi. You have dropped your purse somewhere in the school premises. Write a notice for the students' notice board requesting the finder to return it to you.
27. You are Ayushi of XII B. You have lost your bus-pass in the Activities Room during the rehearsals of the school play. Write a notice for the notice board of your school giving necessary details.
28. You are Puja, a student of XII class of Sarojini Model School, Hyderabad. You have lost your project file in the School canteen during recess/vacant period. Write a notice for the school notice board giving details of the file and its contents.
29. You are Jyoti, a student of Sharada Academy, Jhansi. You have found a book lying in the school premises. Write a notice for the school notice board inviting the rightful owner to furnish necessary details to claim it back from you.
30. Avani, a student of class XII, has found a wallet in the school canteen. In addition to cash, it contains some receipts/bills. Write a notice for the school notice board inviting the rightful owner to claim it after giving details of the wallet and its contents.
31. You are Sanjeev/Shubha of XII B of Summer Fields School. You have found a purse containing some important personal documents and some cash. Write a notice to be put up on the school notice board.

32. St. Annes School, Maryland has completed 50 years of meritorious service to the society. As President of the Students' Council of your school, write a notice informing the Council's decision to celebrate the Golden Jubilee of the school. You are Sanjeev/Sanjana.

33. Your School Nutan Bharat Public School, Baroda has just completed 25 years of meritorious services to society. As president of the Students' Council, write a notice informing the students about the Silver Jubilee Celebrations proposed by the Students' Council and seeking their suggestions/cooperation.

34. Your school has won All-Round-Best Trophy for its achievement in sports, academics, cultural and welfare activities. The Students' Council has decided to celebrate this occasion. Write a notice informing the students about the proposed celebrations.