



INDIAN SCHOOL DARSAIT
NOTICE WRITING
ENGLISH



Class: V Sec:

Date:.....

Name:

Roll No:.....

Format of a Notice

A Notice must cover the following points –

1. Title – A notice should have an appropriate title.
2. It should give information what the event is about.
3. A notice should tell when the event will be held.
4. The venue of the event should be disclosed in the notice.
5. It should carry the name and designation of the issuer of the notice.
6. A notice should also mention the date on which it is issued.
7. It has to be written within the given word limit.
8. Content should limit up to 50 words.

	Name of the Institution, Place
	Notice
Date	
	Title / Subject
	Body of the notice (What, When, Where, Why, How)
Signature	
Name of the issuer	
Designation of the issuer	

SAMPLE NOTICE WRITING

You are Radha/ Ravi, head of the music department at The Learner's Paradise school, Mumbai. Write a notice giving information regarding the upcoming singing competition in the school. Include relevant information like date, time venue, age group categories, prizes, judges and sponsors for the event.

<p>The Learner's Paradise school, Mumbai</p> <p>Notice</p> <p>9th October 2018</p> <p style="text-align: center;"><u>Singing Competition</u></p> <p>The school is organizing the Annual Singing Competition for all the classes from I- X on 31st October 2018 in the school auditorium at 9:00 AM.</p> <p>Five students will be shortlisted from each class who will be judged by a panel of judges. The winner in each category shall be awarded a trophy and a cash prize of INR 1,000. Those interested to participate should give their names to their Music teacher on or before 20th October 2018.</p> <p>s/d</p> <p>Radha H.O.D., Music Dept.</p>

Practice Notice Writing

1. You are Kiran, School Captain of St. Anne's Model School, Delhi. Write a notice informing the students about the chess competition to be held on 2nd November 2018.