

# International Indian School Buraidah

## Worksheet for the Academic Year 2024-25

Class :XII

Subject: English

### Topic: Notice Writing

Notice is a written or printed information or news announcement. Notices are either displayed at prominent places or published in newspapers/ magazines.

Since a notice contains a formal announcement or information, its tone and style is formal and factual. Its language should be simple and formal. Notice is always brief and to the point.

#### ◆ Important Tips to be followed while writing a Notice

- Adhere to the specified word limit of 50 words.
- Write the word NOTICE at the top.
- Name and place of the school, organisation or office issuing the notice should be mentioned.
- Give an appropriate heading.
- Write the date of issuing the notice.
- 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).
- Signature, name and designation of the person issuing the notice.
- Put the notice in a box.

Example: As Principal of Sardar Patel Vidyalaya, Lucknow, draft notice in not more than 50 words informing students of the change in school timings with effect from the 1st of October. State valid reasons for the change.

Sardar Patel Vidyalaya, Lucknow

#### NOTICE

22<sup>nd</sup> September, 20xx

#### Change in School Timings

All students are hereby informed about a change in school timings from 1st October, 20xx. The school will now start at 9 a.m. and end at 3 p.m. In the past few years, it has been seen that winters are rather severe and it becomes quite difficult to start early due to the extreme cold weather and the dense fog. So these new timings will be followed till further notice.

Principal

1. You are Secretary of the History Club of Vidya Mandir School. Draft a notice in not more than 50 words informing students of a proposed visit to some important historical sites in your city.

2. You are SrinivafSrinidhi of D.P. Public School, Nagpur. As Student Editor of your school magazine, draft notice in not more than 50 words for your school notice board inviting article sketches from students of all classes.

3. Due to a sudden landslide and inclement weather, St. Francis School, Vasco has to be closed for a week. As Principal of that school, draft notice in not more than 50 words to be displayed at the school main gate notice board.