

International Indian School Buraidah

Worksheet for the Academic Year 2025-26

Class :XII

Subject: English

Topic: Notice Writing

A notice is a formal means of communication. The purpose of a notice is to announce or display information to a specific group of people. Notices are generally meant to be pinned up on specific display boards whether in schools or in public places. Notices issued by the government appear in newspapers.

<p>Name of the issuing agency/authority</p> <p>NOTICE</p> <p>Date of issue/Release of the notice</p> <p>Title/Subject of the Event</p> <p>BODY</p> <p>(Date/time/duration/Place/Venue)</p> <p>Authorized signatory</p> <p>(Name, Designation and signature)</p>

Adherence to the word limit is important:

- If the candidate exceeds the word limit by 2 or 3 words, ½ mark is deducted.
- If he/she exceeds the word limit by 4 or more words, 1 mark is deducted.

Value points in a notice Meeting

Date:

Time: Venue:

Agenda:

Purpose:

Who to attend:

Contact Address:

Specific Instructions

♦ 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.

<p align="center">Lost and Found</p> <p>Article lost/found:</p> <p>Date:</p> <p>Time:</p> <p>Place:</p> <p>Identification marks:</p> <p>Contents:</p> <p>Whom to contact:</p> <p>When and where:</p>
<p align="center">Events</p> <p>Name:</p> <p>Date:</p> <p>Occasion:</p> <p>Time:</p> <p>Venue:</p> <p>Eligibility:</p> <p>Contact address:</p> <p>Specific information:</p>
<p align="center">Tours / Camps / Exhibitions</p> <p>Name and nature:</p> <p>Occasion:</p> <p>Venue:</p> <p>Date:</p> <p>Objective-information, invitation, appeal:</p> <p>Entry fee:</p> <p>Time duration:</p> <p>Contact address:</p> <p>Specific instructions – dos and don'ts:</p>

Sample notices: 1. The Residents' Welfare Association, Green Park is organising a 'Holi Fiesta' in the locality. As the president of the association, draft a notice in not more than 50 words informing the residents about the same. Give other essential details too.

<p align="center">Residents' Welfare Association</p> <p align="center">Notice</p> <p>10 Jan 2007</p> <p align="center">Holi Fiesta</p> <p>The Residents' Welfare Association is organising a Holi bash in the colony as per the following details:</p> <p>Date : 17 February 2007</p> <p>Time : 9 am to 5 pm</p> <p>Venue : Green Park Club</p> <p>The residents are requested to come along with their families and friends and add colour to the rejoicings.</p> <p>Ravi Ravi Kumar President, RWA</p>

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

22nd 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.