

NOTICE WRITING

Class Assignment — Format & Practice Exercises

Marks Division: Format: 1 | Content: 2 | Accuracy of Spelling & Grammar: 1 [Total: 4 Marks]

SAMPLE NOTICE FORMAT

DELHI PUBLIC SCHOOL
NOTICE

3 September 2025

Inter-School Drawing Competition

All the students are hereby informed that an inter-school drawing competition is going to be organized by our school on 14th April. The event will take place in the school auditorium from 11 am to 1 pm. The winners will be awarded with exciting prizes. Interested students from each class should register their names to the undersigned latest by 10th April.

Ananya Sharma
Secretary
Cultural Club

→ Name of the Issuing authority

→ The word 'NOTICE'

→ The date of issue

→ Heading/Topic

→ The body of the notice

- Who is to attend
- Date
- Time
- Venue

→ Name and designation of issuing authority

PRACTICE NOTICES

Draft notices based on the given scenarios below

Notice 1: Inter-School Drama Competition

You are Aarav Sharma, the Cultural Secretary of Sunrise Public School. Draft a notice informing students about an Inter-School Drama Competition and inviting participants.

[Marks: 4 — Format: 1 | Content: 2 | Accuracy of Spelling & Grammar: 1]

SUNRISE PUBLIC SCHOOL
NOTICE

10 April 2025

Inter-School Drama Competition

All the students are hereby informed that an Inter-School Drama Competition is going to be organized by our school on 25th April 2025. The event will take place in the school auditorium from 10 am to 2 pm. Students from Classes VI to XII are eligible to participate. Each team must consist of 5 to 8 members and the duration of each performance should not exceed 15 minutes. The theme for this year is 'Unity in Diversity'. Winners will be awarded trophies and certificates. Interested students should register their names along with their class and team details with the undersigned latest by 18th April 2025.

Aarav Sharma
Cultural Secretary
Sunrise Public School

Notice 2: Annual Sports Meet

You are Riya Mehta, the Sports Captain of Green Valley High School. Draft a notice to inform students about the Annual Sports Meet and registration details.

[Marks: 4 — Format: 1 | Content: 2 | Accuracy of Spelling & Grammar: 1]

GREEN VALLEY HIGH SCHOOL **NOTICE**

12 April 2025

Annual Sports Meet

All students are hereby informed that the Annual Sports Meet of our school will be held on 30th April 2025 at the school sports ground from 8 am to 4 pm. Events include 100m sprint, long jump, shot put, relay race, and tug of war. Students from all classes are encouraged to participate. Inter-house competition will also be held and points will be counted towards the House Trophy. Students wishing to participate must submit their names along with the event they wish to compete in to their respective class teachers latest by 20th April 2025. Practice sessions will be held every morning from 6:30 am to 8 am starting 15th April 2025.

Riya Mehta
Sports Captain
Green Valley High School

Notice 3: Flood Relief Campaign

You are Kunal Verma, the Head Boy of Silver Oak International School. Draft a notice inviting donations for a Flood Relief Campaign for affected families.

[Marks: 4 — Format: 1 | Content: 2 | Accuracy of Spelling & Grammar: 1]

SILVER OAK INTERNATIONAL SCHOOL **NOTICE**

14 April 2025

Flood Relief Campaign — Appeal for Donations

This is to inform all students, staff, and parents that our school is organising a Flood Relief Campaign to extend support to families severely affected by the recent floods in Assam and Bihar. The school will be collecting donations of essential items such as dry food, clothes, blankets, medicines, and monetary contributions. A collection drive will be held from 16th April 2025 to 22nd April 2025 between 8 am and 2 pm at the school reception. All collected items and funds will be handed over to the State Disaster Relief Fund. Let us come together as a community and show compassion towards those in need. Your generous contribution, however small, can make a meaningful difference to a family in distress.

Kunal Verma
Head Boy
Silver Oak International School

Notice 4: Tree Plantation Drive

You are Ananya Sen, the Secretary of the Eco Club of Bright Future Academy. Draft a notice informing students about a Tree Plantation Drive and encouraging participation.

[Marks: 4 — Format: 1 | Content: 2 | Accuracy of Spelling & Grammar: 1]

BRIGHT FUTURE ACADEMY

NOTICE

15 April 2025

Tree Plantation Drive

All the students are hereby informed that the Eco Club of our school is organising a Tree Plantation Drive on 22nd April 2025, on the occasion of World Earth Day. The event will take place in the school campus and the nearby community park from 7 am to 10 am. Each participating student is requested to bring a sapling of their choice. The school will also provide saplings to those who are unable to arrange one. Participation certificates will be awarded to all volunteers. This is a wonderful opportunity to contribute to a greener and healthier environment. All students from Classes V to XII are encouraged to join and make this initiative a grand success. Kindly register your names with the Eco Club notice board latest by 19th April 2025.

Ananya Sen
Secretary, Eco Club
Bright Future Academy

Notice 5: Book Donation Camp

You are Rahul Das, the Library Prefect of Harmony Senior Secondary School. Draft a notice about a Book Donation Camp for underprivileged children.

[Marks: 4 — Format: 1 | Content: 2 | Accuracy of Spelling & Grammar: 1]

HARMONY SENIOR SECONDARY SCHOOL

NOTICE

16 April 2025

Book Donation Camp

All the students are hereby informed that our school library is organising a Book Donation Camp from 21st April 2025 to 25th April 2025. The aim of this initiative is to collect books for underprivileged children studying in government-aided schools in our district. Students are requested to donate gently used books, storybooks, textbooks, encyclopaedias, and stationery items in good condition. A collection box has been placed outside the school library and at the reception. Donated books will be distributed to students in need through the NGO 'Padhte Chalo'. Let us help these young minds gain access to the joy of reading. Your small gesture of donating a book can light up the future of a child. All contributions are welcome and will be gratefully acknowledged.

Rahul Das
Library Prefect
Harmony Senior Secondary School