



Notice Writing

NOTICE WRITING

A notice is a written or printed piece of information given to a large group of people, informing them about an event or program scheduled for some time in the future. It is displayed on notice boards of schools, colleges, organizations, and government bodies, where everybody can read it conveniently.

POINTS TO BE KEPT IN MIND

- 1) A notice must be enclosed in a box.**
- 2) The word limit should not exceed 50 words.**
- 3) Only relevant information should be included. Do not add any irrelevant information.**
- 4) A notice should be written on a fresh page. Nothing else should be written on the page on which the notice is written.**
- 5) The personal pronouns like 'I', 'me', 'you' and 'we' should not be used. A notice is written in the third person.**
- 6) The passive form of voice is used to write the body of the notice.**

FORMAT

NAME OF INSTITUTION / SCHOOL

NOTICE

Date: DD-MMM-YYYY

HEADING / TOPIC / SUBJECT

Body Content

.....
.....

Signature
Name
Designation

QUESTION NO. 1

You are Mukul Verma of class VII-A. You have lost your library book, which was issued to you in the playground. Draft a notice for the school notice board, informing the students about it.

ANSWER

KENDRIYA VIDYALAYA WASHIM

NOTICE

08-Apr-2025

LOST!

LOST!

LOST!

All the students are hereby informed that a library book has been lost somewhere in the playground. The name of the book is 'Othello', written by William Shakespeare. The registered code number printed on the book is 'OWS-551265'. If anyone finds it, kindly submit it to the class monitor of class VII.



Mukul Verma

Class VII-A

QUESTION NO. 2

You are Rupali Thakural, head boy/girl. You have found a geometry box in the playground. Draft a notice for the school notice board, informing the students about it.

ANSWER

KENDRIYA VIDYALAYA WASHIM

NOTICE

08-Apr-2025

FOUND!

FOUND!

FOUND!

All the students are hereby informed that a geometry box has been found in the playground today. Whosoever owns it may come to the undersigned and take it after giving specific details about it.



Rupali Thakural
Head Girl

QUESTION NO. 3

You are Anu Deshmukh, the sports secretary of Laxman Public School, Bhilai. Your school has decided to host the regional-level-volleyball tournament. Draft a notice for your school notice board inviting all the children of your school to cheer for the teams.

ANSWER

LAXMAN PUBLIC SCHOOL, BHILAI

NOTICE

08-Apr-2025

VOLLEYBALL TOURNAMENT

All the students are hereby informed that a regional-level volleyball tournament will be hosted by our school from 10-Apr-2025 onward. The students of classes 6 to 9 and 11 may come and cheer for the teams in their game periods.



Anu Deshmukh
Sports Secretary

QUESTION NO. 4

Imagine you are **Ragini, Secretary of the Co-curricular Activities** of your school. You plan to organize **an inter-class debate** for the students of class VII. The topic is “**Moral Education Should Be Compulsory.**” Write a notice giving all the necessary details.

ANSWER

KENDRIYA VIDYALAYA WASHIM

NOTICE

08-Apr-2025

Inter-Class Debate Competition

All the students are hereby informed that our school is organizing an Inter-Class Debate Competition for class VII on 15-Apr-2025. The topic for the debate is '**Moral Education Should Be Compulsory**'. Those who want to participate may submit their names to their class teachers before 13-Apr-2025.



Ragini

Secretary, CCA

QUESTION NO. 5

You are **Devyani Sharma**, the activity leader of **Swastik High School, Ramgarh**. Write a notice informing the students of classes 6 to 8 about a painting competition that is to be held in the school campus. Provide the other necessary details.

ANSWER

SWASTIK HIGH SCHOOL, RAMGARH

NOTICE

21-Sep-2024

Painting Competition

All the students are hereby informed that our school is organizing a Painting Competition for classes VI to VIII on 10-Oct-2024 between 11 am to 2 pm in the school campus. Those who want to participate may submit their names to the undersigned.



Devyani Sharma
Activity Leader

QUESTION NO. 6

You are **John Smith, The Secretary Of School Cultural Society**. As your school has decided to organize a charity show to help the people of **Japan** completely destroyed by the recent earthquake. Write a notice inviting the students for their active participation in the programs like song, dance, skit, athletics, etc. The programme will be inaugurated by the minister of cultural affairs whereas the mayor of the town will distribute the prize. Write the notice with all necessary details.

ANSWER

KENDRIYA VIDYALAYA WASHIM

NOTICE

21-Sep-2024

CHARITY SHOW

All the students are hereby informed that our school has decided to organize a charity show on 25-Jan-2023 in the school campus to help the people of **Japan** completely destroyed by the recent earthquake. The programme will be inaugurated by the minister of cultural affairs whereas the mayor of the town will distribute the prize. Those who wish to participate actively in the programs like song, dance, skit, athletics, etc. may submit their names to class teachers before 18-Jan-2023.



John Smith
Cultural Secretary