



# PUBLIC SCHOOL DARBHANGA

ENGLISH/ CLASS VI/ TOPIC: NOTICE WRITING/2020-21

## 1. Learning Outcomes

Students will be able to:

- ✓ Learn and understand the format used for notice writing.
- ✓ Write a notice in a structured manner

## 2. It judges the child's ability to select information from a longer piece of information and express it in a concise manner.

A Notice is a written or printed news of something about to happen or has happened.

### Always Remember:

- a. "I" and "You" should never be used.
- b. The notice must be in a box.
- c. It must contain complete information.
- d. The presentation and the purpose of the notice must be clear.
- e. Date of writing the notice must be mentioned. The word 'NOTICE' must be underlined
- f. Content should carry all the necessary information e.g. for a meeting the time, place, date and agenda.
- g. It must have a signature, name and the designation.
- h. Word limit: 50 words

### FORMAT

**NAME OF THE SCHOOL/ INSTITUTION**

**NOTICE**

**HEADING / TITLE**

**DATE**

**CONTENT**

**(These details will depend on the question)**

**SIGNATORY**

**(DESIGNATION)**

## SOLVED EXAMPLE

Your school plans to organise a ‘Kite-flying Competition’ on the occasion of Independence Day. As the head boy of the school, write a notice informing the students about the same in not more than 50 words.

SAHAJ INTERNATIONAL SCHOOL

1<sup>st</sup> August 2020 NOTICE

KITE-FLYING COMPETITION

Kind Attention kite lovers!

To celebrate 73<sup>rd</sup> Independence Day the school is organizing a Kite-flying Competition on 14 August 2020 in the school playground from 11:00 am – 1:00 pm. There are prizes for the first three kite-fliers. Interested students must submit their names to the undersigned latest by Monday, 7<sup>th</sup> August 2020.

Rohinish Sharma  
(Head Boy)

### VALUE POINT CHECK LIST

- Name of the event. Name of the organizer (if any)
- Objective/ Purpose/ Occasion
- Date , Time , Duration , Place/ Venue
- Activities to be undertaken
- Essential Qualifications/ Eligibility/ Conditions (if required)
- Prizes/ Awards/ Incentives Offered
- Contact Person/ Address, Specific instructions (if any)

Now attempt the following questions to better the skill:

1. You are Rahul Sharma, Secretary, Cleanliness Club of your school. Your school has taken the initiative to start a drive next week to get rid the city of poly bags. Write a notice informing the students about the same and requesting them to join the drive.  
Word limit : 50 words
2. You have a found a computer tablet lying unclaimed in the school Computer lab. Write a notice in about 50 words to
  - announce the find
  - ask the owner to identify and claim it
  - say when and where the owner should contact you