

WRITING

STD-VIII

SUBJECT-ENGLISH WRITING SKILL

TOPIC-NOTICE WRITING

PERIOD-1

CHAPTER-1

CHANGING YOUR TOMORROW

Website: www.odmegroup.org

Email: info@odmps.org

Toll Free: **1800 120 2316**

Sishu Vihar, Infocity Road, Patia, Bhubaneswar- 751024

STEPS TO WRITE NOTICE

*NAME OF THE INSTITUTION(ISSUING AGENCY)

*DATE OF ISSUE/RELEASE OF NOTICE

*TITLE/SUBJECT OF THE EVENT

*BODY-DATE, TIME, DURATION, PLACE/VENUE,(WHEN AND WHERE)

*AUTHORISED SIGNATORY



NOTICE WRITING

NAME OF THE ISSUING AGENCY/AUTHORITY, PLACE
NOTICE

25 JUNE 2020(DATE OF ISSUE)/ RELEASE OF THE NOTICE
(TITLE/TOPIC SUBJECT OF THE EVENT)

BODY

DATE/TIME/DURATION/PLACE VENUE

AUTHORISED SIGNATORY
(NAME,DESIGNATION AND SIGNATURE)

XYZ INTERNATIONAL SCHOOL,ROURKELA
NOTICE

1 JULY 2020

CALL FOR SUBMISSIONS

This is to inform all the students that our school is going to publish its annual magazine next month. All those who wish to contribute can mail their entries to xyzinternationalschool.com. Write-ups will be accepted latest by July 30 till 11.59 pm. You can take any topic of your choice. For further information, contact your respective class teachers.

Thank you

Asma/Anish

Head girl/head boy

Homework -Worksheet-1 & 2, 1 page handwriting

