



SESSION : 13
CLASS : V
SUBJECT : ENGLISH

CHAPTER NAME : Creative Writing
SUBTOPIC : Notice Writing – Format and Example

CHANGING YOUR TOMORROW

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LEARNING OBJECTIVE

The students will be able to learn

- ✓ **a formal method of communication.**
- ✓ **the format for writing a notice.**
- ✓ **style of writing a notice.**

What is a Notice?

- ❖ A notice is written in order to inform people or pupils (in a school) about an event or an activity.
- ❖ It could be about a competition, an exhibition or inauguration that is going to take place in the near future. Or any other activities especially in school like an excursion, a meeting or a show.

Characteristics of an effective notice:

- ❖ To the point
- ❖ Good notice is always to the point and leaves no scope for further enquiries without compromising on the word limit (50 words).

FORMAT OF NOTICE WRITING

NAME OF THE ORGANISATION, PLACE

NOTICE

DATE OF ISSUE

TITLE OF THE NOTICE

BODY PART OF THE NOTICE

SIGNATURE

(DESIGNATION)

Tips to Remember regarding Notice Writing

- **Be precise and to the point. ...**
- **It is a formal form of communication so the language used should be formal as well. ...**
- **Keep the sentences short and use simple words. ...**
- **Present your notices in a proper format in a box.**
- **Repetition of any information should be avoided.**
- **Always enclose the notice in a box.**
- **Make sure you draw the box with a pencil.**
- **Keep your notice short, crisp and to-the-point.**

St. XAVIER PUBLIC SCHOOL, DELHI

NOTICE

27th January, 20XX

Inter School Fancy Dress Competition

An Inter School Fancy Dress Competition is being organised on 12th February at Tagore Theatre. Those willing to take part in the items which our school will be presenting should come for selection on 1st February, 20XX at 12:30 PM in the Assembly Hall. Only Class VI to XII students are eligible.
Dresses should be arranged by the participants.

Vandita
(*Cultural Secretary*)

1 Mark {
Write the word
'Notice' here
Write the date
here

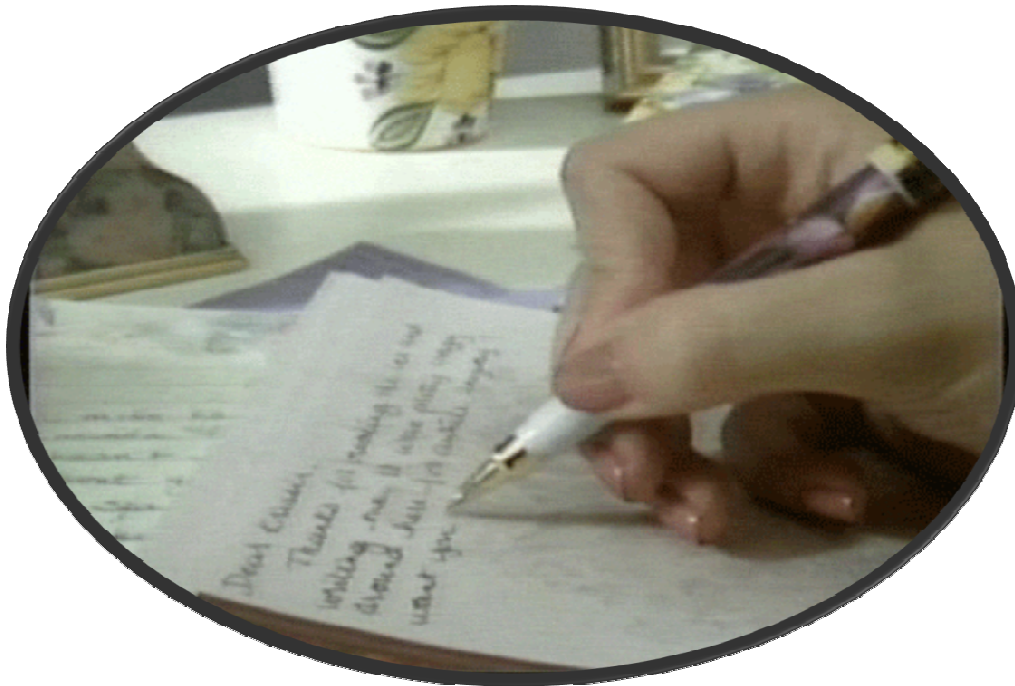
1 Mark {
Name
& Designation
of the person
issuing the
notice

Name of the
Organisation/
Institution/Office
issuing the notice } 1 Mark

Heading or
Subject

In this space
write the
contents of
the notice } 2 Marks

You are Somiya/Sonu. You are Secretary of the Music club of D.A.V. Public School, Punjab. The sweet voice singing competition will be held in school about which a notice is to be hung on your school's notice board to inform all the students.



D.A.V. Public School, Punjab

NOTICE

July 29, 2021

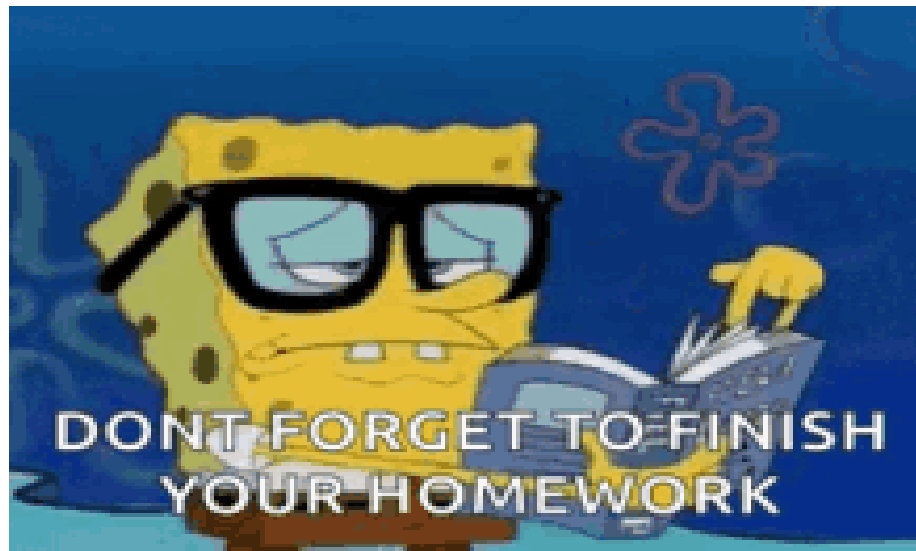
Sweet Voice Singing Competition

It is hereby notified to all the school students that there is a sweet voice singing competition on August 23, 2021, Monday at 2 pm in the Amusement Hall. Interested students can participate in this programme. They need to contact the undersigned by August 17, 2021.

**Somiya
(Secretary, Music Club)**

HOMEWORK

Practice the format for notice writing.



LEARNING OUTCOME

- **Knowledge of formal communication.**
- **Idea of writing a notice.**

THANKING YOU
ODM EDUCATIONAL GROUP

