

Worksheet

1

Writing : Notice

Date

Name

Class & Sec.

Roll No.

Marks OBT.

1. You are Suman/Sumit of class VI. You have lost a library book Issued in your name. Draft a notice giving full details of the book, time and place. etc.

HINTS

- library book
- Discovery of India
- lost in the canteen
- the undersigned available in Room 10 in recess
- treat promised

H.W.
3.10.22

Space for Answer

ODM Public School.

NOTICE

11 September 2021

LOST LOST LOST

A library book was lost in the school playground during the game period yesterday. Name of the book is 'Treasure Island' and the book has a green cover. Whoever finds it, the finder will be suitably rewarded. Suman, Class VI

2. You are Mohit/Manish of A.B. Public School. As Secretary, Social Club of your school, draft a notice about a Blood Donation Camp being organised in the school, requesting the students to donate blood to save precious lives. (word limit 50)

HINTS

- Blood Donation Camp
- date, time, place
- inauguration by the Principal

Space for Answer

AB Public School

Notice

13 September, 2021

Blood donation camp

It is to inform everyone that the school is organising a blood donation camp on 15th September from 10 am to 5 pm. The interested members may donate their blood in the school campus.

Manish

Secretary, Social Club

3. Draft a suitable notice for your school noticeboard informing the students about the Magic Show being organised by your school in aid of victims of floods in Bihar. You are Neha/Naman, School Pupil leader, Model School, Secundrabad (word limit 50 words)

HINTS

- Magic show
- date, time, place
- proceeds to go to Bihar CM Flood Donation Fund

Space for Answer

adm public school

Notice

12 September 2020

Magic Show

A magic show is organised in aid of victims of flood in Bihar.

Venue - school auditorium

Day and time - 14.9.20 at 7pm

The interested members may watch the show on the same day. Ticket price ₹ 30.

Naman

leader

Worksheet 2

Writing : Notice

Date

Name

Class & Sec.

Roll No.

Marks OBT.

4. You are Aarav/Saanvi of class VI-B. You have lost your wallet while playing during the recess. Draft a notice and put your notice in the box.

HINTS

- wallet lost
- place where lost
- treat assured

Space for Answer

adm public

school

Notice

18: September 2019

lost lost lost

A wallet was lost in the playground during the recess. Name the wallet is Titan and it has a gold cover over it and the cost of the wallet is ₹3,000.

The finder will be rewarded.

Aarav

class VI-B

5. You are Balwinder/Bhawna of class VI. You found a wrist watch in the school ground. Write a notice inviting its rightful owner to furnish details to collect it from you.

HINTS

- wrist watch found
- place where found
- claimant, to give details.

Space for Answer

adm public school

Notice

18: September 2019

Found Found Found

A wrist watch is found at the school playground during the recess. The name of the watch is made by prouge company and the colour is gold, silver and brown in colour and the watch was little bit broken. Who is the right owner of this watch please contact : 82456789008 number for other help please contact email : din@gmail.com.

Balinderz

class VI Monitor

6. You are Navrahi, the Head Boy of your school. The school is going to start the 'Young Writers' Club'. Put up a notice for the students of classes VI-VIII inviting the interested students to attend the first meeting of the club. Invent other details. Put the notice in a box.

HINTS

- event
- date, time, place
- invitation extended to the students

ODM Public School

Notice

20 May, 2020

Young Writers club

A "Young Writers club" is organised in the auditorium. Day and time - 14.9.22 at 7pm. The interested members may join the event on the same day. Coupon price ₹ 100.

Navrahi

Head Boy

Worksheet

17

Date

Name

Class & Sec.

Roll No.

Marks OBT.

Writing : Email

1. You are Vimal / Vibha, a student of class VI. Write an email to a friend describing the art gallery you visited in Amritsar.

HINTS

- which art gallery you saw
- what you saw there
- which painting impressed you the most

From : Vimal 9700 @ gmail. com

To : Rudransh 9700 @ gmail. com

Date : 29.6.18 29.7.19

Subject : Visited place

Dear rudransh,

How are you? I think you are fine. You wanted me to write about Amritsar. Well in the amritsar there is a good place the name is golden temple in punjab. The rich people. who visit there. to think that the golden temple is made up of gold. I eat chicken biryani and I buy many things like cycle, bicycle etc. This was my whole journey.

Your regard
Vimal

2. Write an email to your elder brother who lives in Mumbai, informing him about the fracture your mother has received as a result of an accidental fall from the rickshaw. Ask him to come for a day as she misses him very much. You are Rupa/Mahesh.

HINTS

- how the accident happened
- what injury
- the present condition
- request to visit for a day or so

from: Mahesh 82@gmail.com
To: Pooja 972@gmail.com
Date: 29.7.10 19.8.13
Subject: Mother's case.

Dear: Pooja

How are you? I think you are fine. You wanted me to write about my mother. Well, you know about mother has received a result of an accident she fell from the rickshaw. Her hand was broken and I have taken her to hospital. The doctor told that we have to do one operation. The doctor told that it will take 1 month for recovery. Now she is well. If you prefer you will come.

Your affectionate
Mahesh