

NOTICE WRITTING

1. You are Saran/Swati, cultural secretary of Queen's senior secondary school, Patna. Write a notice in not more than 50 words for your school notice board, giving details of the cultural programme to be organised by your school. Invite the names of participants.

<p style="text-align: center;">QUEEN'S SENIOR SECONDARY SCHOOL, PATNA</p> <p style="text-align: center;">NOTICE</p> <p>June 10, 2010</p> <p style="text-align: center;">EXPLORE YOUR TALENT</p> <p>The school is organising a cultural programme to be held on 20 June, 2010 in the school auditorium. All the students are invited to participate in it. Interested students must submit their names to the undersigned latest by 15 June. For further details contact the undersigned.</p> <p style="text-align: right;">Swati (Cultural Secretary)</p>
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2. The vanmahotsava is going to be celebrated on June 15, 2010 on the school premises. As school captain of your school, write a notice inviting contribution of saplings from each class. You are Aman Rathore, school captain.

<p style="text-align: center;">THE HERITAGE SCHOOL, LUCKNOW</p> <p style="text-align: center;">NOTICE</p> <p>June 2, 2010</p> <p style="text-align: center;">THREE PLANTATION CEREMONY</p> <p>On the occasion of the vanamahotsava, a tree plantation ceremony will be held in school premises on 10 June, 2010. Students are invited to participate whole-heartedly to make it a success. Each class should contribute at least five saplings.</p> <p style="text-align: right;">Aman Rathore (School captain)</p>
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3. The student council of your school has organised an excursion to Goa for students of Class IX to XII during summer break. As president of the council, write a notice in not more than 50 words informing the students about this excursion. You are Ravi/Raveena.

<p style="text-align: center;">ABC SCHOOL</p> <p style="text-align: center;">NOTICE</p> <p>June 17, 2010</p> <p style="text-align: center;">EXCURSION TO GOA</p> <p>The students council of our school has organised an excursion to Goa during the summer break for students of class IX-XII. The total cost including train fare, boarding and lodging will be Rs. 5000. All those interested may deposit the money to their respective class teachers within a week. For further details contact the undersigned.</p> <p style="text-align: right;">Ravi (President Students Council)</p>

4. You have found a watch in the play ground of your school. Write a notice to be put up on to notice board giving all necessary details and asking the owner to claim the watch. You are Disksha/Deepak.

**ABC SCHOOL
NOTICE**

June 03, 2010

FOUND

A timex digital watch with blue, round dial in the playground near the sports room has been found. The owner should claim it from the undersigned during recess.

Diksha Sharma

(IX A)

E-MAIL WRITING

1. You are vaibhav, staying in Mumbai. Write an e-mail to your friend telling him about your new locality.

To	Raj @ hotmail.com
From	Vaibhav @ gmail. com
CC	
BCC	
Date	03 June, 2010
Sub	About new locality

Dear Raj

I hope this e-mail will find you in the pink health. As you know, I was very reluctant to shift to a new locality initially but I am glad that I did. I am writing to give you the details of this exciting new place called panchgani.

This part of the state has a captivating atmosphere. This place is quiet with ample open spaces - a contrast to the hustle and bustle of other cities. It is a hilly terrain and it rains here quite often. There are some beautiful constructed houses and lots of greenery. Even the people here are warm and cooperative.

I think I will have a fabulous time staying here. Visit us soon. I am eagerly waiting for you to come here and stay with us.

With regards
Vaibhav

2. You have filled up the forms of various entrance exams of engineering and you have cleared one of that exam. Write an e-mail to your friends informing her about your success and that you got admission in her city and coming there.

To	Seema @ gmail. com
From	Nisha @ hot gmail. com
CC	
BCC	
Date	4 June, 2010
Sub	Success in engineering exam

Dear Seema

I hope everything is fine at your place. You know I had filled up the forms of various entrance exams of engineering. I worked hard to get a good result for my XII std as well as did a lot of hard work for the entrance exam.

You would be glad to know that I have cleared my engineering exam and have got admission in BITS Ranchi my classes are beginning from 25 July, 2010. I am reaching Ranchi by Rajdhani on 20 July, 2010.

Will you receive me at the station at 8 pm and you will also have help me to make an arrangement and drop me to hostel. I have to take admission in the hostel on 20th itself. My mother is also coming along with me.

See You Soon
Nisha