

Short Compositions

(Notices, Advertisements, Posters, Invitations and Replies)

CHAPTER

1

NOTICES

Chapter Analysis

| Question Type & Marks | Year | | | | | |
|--------------------------|------|----|------|----|------|----|
| | 2016 | | 2017 | | 2018 | |
| | D | OD | D | OD | D | OD |
| 4 marks | 1 | 1 | 1 | 1 | - | - |

➤ Note: 1 question here indicates that 1 question in each set for that year has been asked.

Introduction

- Notices are short compositions written to convey some information or make a formal announcement about some event like change of name, etc. They are simple and lucid in style. The notices are either posted on the notice board meant for the purpose or given in a newspaper.

Some Useful Tips:

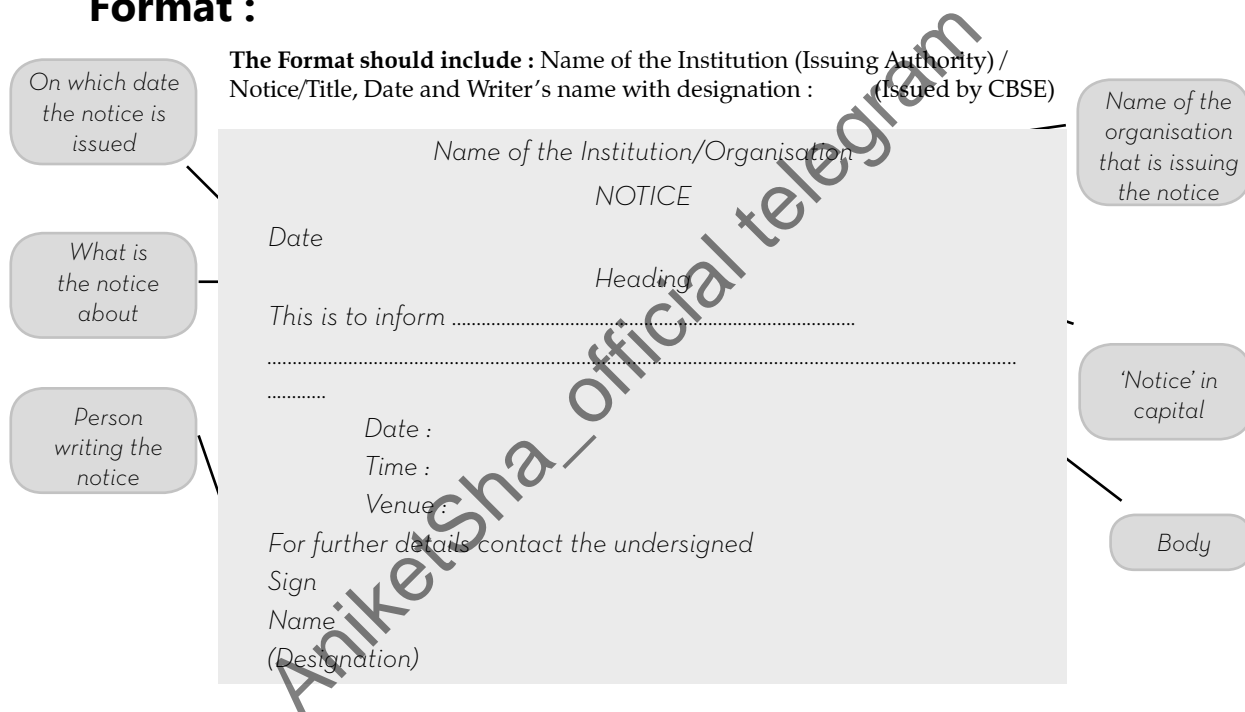
- Notice carries 4 marks.
- It usually begins with "This is to inform" or "It is hereby informed that".
- The notice should always answer the questions 'What', 'Where' & 'When'.
- The signing off should have a signature, name and designation of the person incharge.
- The word limit of the body should not exceed 50 words.
- The word notice along with a proper title and the issuing organisation should be mentioned.
- Date of issuing the notice should be mentioned.
- The name and designation of the person writing the notice should be mentioned. He/she should sign it too.
- It should be written in a box.
- Write in third person. Also, the language should be formal yet brief, simple and easily comprehended.

Notices can be categorized under the following heads:

1. **Meeting :**
 - Date, time, Place
 - Agenda, Purpose, Objective
 - Chief Presiding person (if any)
 - Additional information
 - Contact Address
2. **Events :**
 - Name
 - Objective, Occasion
 - Date, Time, Duration, Venue
 - Who can participate
 - Additional information (if any)
 - Contact Address

3. **Lost & Found :** Name of the article lost or found
Date, place & time
Specific marks for identification
Contents
Whom, when, where to contact
4. **Tours & Camps :** Name of the Club/Association
Objective
Name of the destination
Duration
Occasion
Expenditure
Additional information (if any)
Contact address

Format :



Marking Scheme

Notice will be of 4 marks.

Format

1 mark

The format should include :

NAME OF THE INSTITUTION / ISSUING AUTHORITY the word 'NOTICE' / HEADING, DATE and WRITER'S NAME WITH DESIGNATION.

Expression

1 mark

The candidate will not be penalized if he has used capital letters for writing a notice within or without a box.

Content

2 marks

Previous Years' Questions**(4 Marks each)**

- Q. 1.** You are Simar / Smriti of Lotus International School, Jodhpur. Your school has decided to contribute in controlling traffic near your school and require the names of volunteers from IX to XII. Write a notice to be displayed on the notice board. (50 words) [SQP 2018-19]

Ans.

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| <p style="text-align: center;">LOTUS INTERNATIONAL SCHOOL, JODHPUR</p> <p style="text-align: center;">NOTICE</p> <p>24 April 20xx</p> <p style="text-align: center;">TRAFFIC CONTROL VOLUNTEERS</p> <p><i>All the students of classes IX to XII are hereby informed that our school has decided to contribute in the controlling of traffic near one school. Students who are interested to volunteer may give their names to the classteacher latest by 30 April 20xx. For any other details contact the undersigned.</i></p> <p>Smriti Head Girl</p> |
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- Q. 2.** While walking in a park in your neighbourhood you found a small plastic bag containing some documents and some cash. Write a notice in about 50 words to be put on the park notice board asking the owner to identify and collect it from you. You are Amar/Amrita 9399123456. [Delhi Set I, 2017]

Ans.

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| <p style="text-align: center;">LODHI GARDEN, NEW DELHI</p> <p style="text-align: center;">NOTICE</p> <p>March 09th, 2017</p> <p style="text-align: center;">LOST AND FOUND</p> <p><i>A small plastic bag containing some documents and some cash has been found near gate no. 2 of Lodhi Garden. The documents consist of balance sheets and images. If anyone has lost such a bag, kindly contact me. My contact number is 9977554433.</i></p> <p>Amrita, B-57, Lodhi Colony</p> |
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- Q. 3.** After the rains, cases of dengue, chikunguniya etc. are on the rise in your city. As Principal, Sunshine Public School Manu Vihar, you have decided to allow your students to wear full sleeve shirts and trousers in the school for a period of one month. Write the notice in about 50 words. [Delhi Set II, 2017]

Ans.

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| <p style="text-align: center;">SUNSHINE PUBLIC SCHOOL</p> <p style="text-align: center;">MANU VIHAR</p> <p style="text-align: center;">NOTICE</p> <p>9 July 2016</p> <p style="text-align: center;">CHANGES IN SCHOOL UNIFORM</p> <p><i>Due to increase in the number of cases of dengue and chickungunya, the school management has decided to allow students to wear full sleeves white shirt and blue/black trousers from tomorrow onwards for until 10 August 2016. We hope this will help to protect them from mosquito bites.</i></p> <p><i>Students are requested not to wear coloured clothes and maintain the decorum of the school.</i></p> <p>Naina Khanna (Principal)</p> |
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- Q. 4.** You are Health Secretary, Students' Council Citizens Public School, Ram Bagh, Varanasi. The council has decided to start from the second of October, a week-long cleanliness drive around the school. Draft a notice in about 50 words asking the Class XI students to enroll for the drive. [Delhi Set II, 2017] 4

Ans.

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| <p style="text-align: center;">CITIZEN PUBLIC SCHOOL, VARANASI</p> <p style="text-align: center;">NOTICE</p> <p>15th September 2016</p> <p style="text-align: center;">CLEANLINESS DRIVE</p> <p><i>All the students are hereby informed that the student council of Citizens Public School is organising a weeklong cleanliness drive in Block-A, Ram Bagh. The details are as follows:</i></p> <p><i>On the occasion of Gandhi Jayanti.</i></p> <p><i>Date : 2 October 20xx</i></p> <p><i>Time : 7 am to 8 am</i></p> <p><i>Meeting point : School Gate No. 1</i></p> <p><i>Interested students of Class-XI may register their names with the undersigned by 25 September 20xx.</i></p> <p><i>Simran Shrama</i> (Health Secretary)</p> |
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- Q. 5.** RJ Public School is located in a Central Government employees residential colony. The Cultural Society of the school has decided to organize a fancy dress show on 25th of January in which each participant will wear the dress particular to his/her region. The aim is to show the cultural diversity of India. As a Secretary, write a notice in about 50 words inviting the names of those who want to participate. [Delhi Set III, 2017]

Ans.

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| <p style="text-align: center;">RJ PUBLIC SCHOOL, CENTRAL GOVT. EMPLOYEES RESIDENTIAL COLONY</p> <p style="text-align: center;">NOTICE</p> <p>9 July 20xx</p> <p style="text-align: center;">FANCY DRESS SHOW</p> <p><i>This is to inform all the students that a Fancy dress Show is being organized by the Cultural Society of the school. The theme for the show is 'Regional Outfits'. The show aims at displaying the cultural diversity of India. The details of the event are as follow :</i></p> <p><i>Date : 25th January, 20xx</i></p> <p><i>Time : 11: 00 am onwards</i></p> <p><i>Venue : School Auditorium</i></p> <p><i>Students who are willing to participate should contact the undersigned latest by 22nd January, 20xx.</i></p> <p><i>Ragini Joshi</i> (Secretary)</p> |
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- Q. 6.** An NGO has approached your school to offer book grants to the students. As the Head Girl of Sunshine Public School, Aram Bagh, write a notice in about 50 words asking students who are in need to put their requests into the box kept outside the Principal's office. [Delhi Set III, 2017]

Ans.

SUNSHINE PUBLIC SCHOOL, ARAM BAGH
NOTICE

15 January 20xx

BOOK GRANTS FOR STUDENTS

This is to inform the students that an NGO has approached the school authorities to offer book grants to the students who are unable to afford certain books. Students who wish to apply for grant can send their names can check the details mentioned below :

Date : 25 January, 20xx and 5 February 20xx

Time : 11: 00 am to 1: 00 pm

Venue : Drop-box, outside Principal's office

For any other details, please contact the undersigned.

Ragini Joshi
(Head Girl)

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- Q. 7. The Principal, Sunshine Public School, Dindigul has invited the Inspector of Police (Traffic) to deliver a lecture on 'Road Safety' in her school. Draft a notice in about 50 words informing the students to assemble in the school auditorium.** [Outside Delhi Set II, 2017]

Ans.

SUNSHINE PUBLIC SCHOOL,
NOTICE

March 10, 20xx

LECTURE ON ROAD SAFETY

All the students are hereby informed that our school has invited Mr. Dinesh Saxena, the Inspector of Police (Traffic), to deliver a lecture on 'Road Safety'. The seminar will take place in the school auditorium at 11:00 am on March 14, 20xx.

All students are requested to assemble in the school auditorium in time.

Radhika Sharma
(Class XII)

4

- Q. 8. Yesterday, during lunch break you misplaced your notes on chemistry lecture. You want to get them back. Write a notice in about 50 words for the school notice board. You are Karuna/Karan, a student of class XII A.** [Outside Delhi Set II, Sep 2015-16]

Ans.

ABC PUBLIC SCHOOL, DELHI
NOTICE
LOST! LOST! LOST!

1st March 2016

A notebook containing notes on chemistry lectures was lost during lunch break. The first page and of the notebook contains the name "Karuna" with "class XII A" mentioned. Kindly return the notebook to the undersigned if found by any student.

Karuna
class XII A

[Topper's Answer 2016]

Detailed Answer :

ABC PUBLIC SCHOOL
NOTICE

June 5, 20xx

LOST NOTEBOOK

This is to inform all, that yesterday during the lunch break, the undersigned had misplaced his Chemistry notes. As they are very important, the finder is requested to submit them at the 'Lost and Found Department' of the School.

Prior thanks for your cooperation.

Karan
XII A

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- Q. 9. Water supply will be suspended for eight hours (10 am to 6 pm) on March 6 for cleaning of the water tank. Write a brief notice in about 50 words advising the residents to store water for a day. You are Karan Kumar/ Karuna Bajaj, Secretary, Janata Group Housing Society, Palam Vihar, Kurnool. [CBSE SQP 2015-16]**

Ans.

JANATA GROUP HOUSING SOCIETY, KURNOOR
NOTICE

March 5, 20xx

SUSPENDED WATER SUPPLY

This is to inform the residents of Janata Group Housing Society, Palam Vihar, Kurnool that water supply will be suspended for eight hours (10 a.m. to 6 p.m.) on 6th of March for the cleaning of the water tank. You are advised to make prior arrangements for the same.

For further enquiries, please contact the undersigned.

Karuna Bajaj
(9842369010)
(Secretary)

4

- Q. 10. Every year, in the central park of the city, a flower show is held in the month of February. Your school has received a circular from the District Collector inviting your students to visit it. Write a notice in about 50 words informing the students about the show and advising them to go and enjoy it. You are Navtej/Navita, Head Boy/Head Girl, Sunrise Public School, Surat. [Delhi Set I, 2015]**

Ans.

SUNRISE PUBLIC SCHOOL, SURAT
NOTICE

February 20, 20xx

FLOWER SHOW AT CENTRAL PARK

This is to inform all the students that a flower show is being held at the Central Park from 22nd to 26th February. There will be a display of many exotic flowers and it 'indeed' would be a delightful experience. We suggest all the students to visit the show. The show will remain open from 9 a.m. to 5 p.m. every day on the given dates.

Navtej
(Headboy)

4

- Q. 11. Sarvodaya Education Society, a charitable organization is coming to your school to distribute books among the needy students. As Head Boy/Head Girl, Sunrise Public School, Surat, write a notice in about 50 words asking such students to drop the lists of books they need in the box, kept outside the Principal's office. You are Navtej/Navita. [Delhi Set I, 2015]**

Ans.

SUNRISE PUBLIC SCHOOL, SURAT
NOTICE

April 4, 20xx

CHARITABLE SOCIETY DISTRIBUTING BOOKS

This is to inform all the students that Sarvodaya Education Society is coming to our school on April 15, 20xx to distribute books to the needy students. Students who find it difficult to buy books can make a list of the books required by them and drop it in the box, kept outside the Principal's office latest by 13th April, 20xx, for any other enquiry, contact the undersigned.

Navtej
(Headboy)

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- Q. 12. Your club is going to organize an interclass singing competition. Write a notice in about 50 words inviting names of the students who want to participate in it. Give all the necessary details. You are Navtej/Navita, Secretary, Music Club, Akash Public School, Agra. [Outside Delhi Set I, 2015]**

Ans.

AKASH PUBLIC SCHOOL, AGRA
NOTICE

April. 12, 20xx

SINGING COMPETITION

This is to inform all the students that the Music Club of the school is going to organize an Interclass Singing Competition on 15 May 20xx. The competition will be organized in two categories 'Indian' and 'Western'. Those who want to participate in the competition can give their names to their respective class teachers by 14 April 20xx. Kindly ensure that you specify the category that you wish to participate in.

Navtej
Secretary, Music Club

4

- Q. 13. An interclass drama competition is to be held in St. Stephen's School, Vishakhapatnam. As Akash, Head Boy of the school, draft a notice to be put up on the notice board inviting entries. Provide all necessary information in about 50 words. [Comptt., Delhi Set I, 2015]**

Ans.

ST. STEPHEN'S SCHOOL, VISHAKHAPATANAM
NOTICE

Nov. 13, 20xx

INTER CLASS DRAMA COMPETITION

This is to inform the students from Std. VI to XII that an InterClass Drama Competition will be organized by the cultural committee of the school. The details are as follows :

Date : Dec. 20, 20xx
Theme : Environment
Venue : School Cultural Hall

Interested students can give their names to their respective class-teachers, latest by Nov. 20, 20xx. For any other details, you may contact the undersigned.

Akash
(Head boy)

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- Q. 14.** You are Amar/Amrita, Secretary, Cultural Club, Aryamba Public School, Kochi. A charity show has been arranged in your school in aid of cancer patients. Write a notice to be displayed on the school notice board informing the students of the show and asking them to cooperate and make it a success. Draft the notice in about 50 words giving all necessary details. [Comptt., Delhi Set III, 2015]

Ans.

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| <p>ARYAMBA PUBLIC SCHOOL, KOCHI</p> <p>NOTICE</p> <p>Nov. 13, 20xx</p> <p>CHARITY SHOW FOR CANCER PATIENTS</p> <p><i>This is to inform the students that a charity show is going to be organized by the Cultural Club of the school, in aid of cancer patients. The details are as follows :</i></p> <p><i>Date : Nov. 20, 20xx</i></p> <p><i>Venue : School cultural Hall</i></p> <p><i>Time : 3:00 p.m. to 6:00 p.m.</i></p> <p><i>All the interested students may give their names to their respective class teachers latest by Nov. 15, 20xx.</i></p> <p><i>Kindly cooperate and participate to make this show a great success.</i></p> <p><i>For any other details, you may contact the undersigned.</i></p> <p>Amar</p> <p>(Secretary Cultural Club)</p> |
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- Q. 15.** Your school is organizing a SPICMACAY programme on the occasion of the World Dance Day wherein the renowned Bharatanatyam dancer, Geeta Chandran would be giving a lecture demonstration. As the President of the Cultural Society of your school, draft a notice in about 50 words, informing the students about the same. You are Rakhsita/Rohit of MVN Public School. [CBSE SQP, 2015-16]

Ans.

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| <p>MVN PUBLIC SCHOOL</p> <p>NOTICE</p> <p>16th November, 20xx</p> <p>SPICMACAY PROGRAMME ON WORLD DANCE DAY</p> <p><i>This is to inform all, that the school is organizing a PIC MACAY programme on the occasion of World Dance Day, wherein the renowned Bharatnatyam dancer, Geeta Chandran would be giving a lecture demonstration.</i></p> <p><i>The details of the programme are as follows :</i></p> <p><i>Date : 20 November 20xx</i></p> <p><i>Venue : School Auditorium</i></p> <p><i>Time : 3:00 p.m. to 6:00 p.m.</i></p> <p><i>For any other details, you may contact the undersigned.</i></p> <p>Rakshita</p> <p>(President, Cultural Society)</p> |
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- Q. 16.** You are Mohan/Mohini, Secretary, Social Activities Club of A.B.C. School, Gokulpuri. The club has decided to launch a cleanliness drive in a slum colony near your school during the Dussehra holidays. Write a notice, in not more than 50 words, informing Class XII students of your school about the drive and urge them to volunteer their names for the programme. Give all the necessary details. [Comptt., Delhi & Outside Delhi, 2014]

Ans.

A.B.C. SCHOOL, GOKULPURI
NOTICE

24th October 20xx

ORGANIZING CLEANLINESS DRIVE

This is to inform the students of class XII that our school is going to organize a cleanliness drive in a slum colony near our school during Dussehra holidays, i.e., on 29 & 30 October. You are requested to come up in large numbers to volunteer for the programme. Interested students are requested to give their names to the undersigned, latest by 26 October

For further information, contact the undersigned.

Mohan
(Secretary, Social Activities Club)

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- Q. 17. You are Rameshwaram/Rameshwari, Secretary, Literary Club of A.B.C. School, Vikaspuri. Your schoolmate, Gautam Adhikari, a budding writer, has won the first prize in the State Story Writing Competition. The club has decided to organize a function to felicitate him on his laudable achievement. Write a notice in about 50 words, inviting all the students and giving further details.** [Comptt., Delhi & Outside Delhi, 2014]

Ans.

A.B.C. SCHOOL, VIKASPURI
NOTICE

28th October, 20xx

FELICITATION OF A BUDDING WRITER

This is to inform all schoolmates that Gautam Adhikari, a budding writer of our school, has won the first prize in the State Story Writing Competition. So, the club has decided to organize a function on 31st Oct., 2016 at 4 p.m. in the school auditorium to felicitate him on his laudable achievement. All of you are invited to attend this function and make it a memorable event.

For further details, please contact the undersigned.

Rameshwari
(Secretary, Literary Club)

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- Q. 18. An Inter School Kabaddi Competition is being organized by your school. Write a notice in not more than 50 words, requesting the students to be present at the venue to encourage the players. Invent all the necessary details. You are Arjun, the sports captain of your school.** [Delhi Set I, 2014]

Ans.

XYZ SCHOOL
NOTICE

10 March, 20xx

INTER SCHOOL KABADDI COMPETITION

All the students are hereby informed that an Inter School Kabaddi Competition is being organized by our school as per the details given below :

Date : 14 March, 20xx
Time : 8 a.m.
Venue : Eknavya Stadium

You are requested to be present at the stadium to encourage the players. Kindly reach the venue on time.

Contact the undersigned for further details.

Arjun
(Sports Captain)

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- Q. 19.** You are Smrithi Saran, Head Girl of Victoria Public School, Hyderabad. Your school has organized a Science Exhibition in connection with the death anniversary of Ramanujan. Write a notice in not more than 50 words inviting the students to participate in it. Provide all the necessary details. [Delhi Set II, 2014]

Ans.

VICTORIA PUBLIC SCHOOL, HYDERABAD

NOTICE

4 May, 20xx

SCIENCE EXHIBITION

All the students are hereby informed that our school is organizing a Science Exhibition on 10 May, 20xx to pay tribute to the great scientist, Ramanujan on his death anniversary. The details of the exhibition are given below :

Date : 10 May, 20xx
 Time : 8 a.m. to 2 p.m.
 Venue : School Cultural Hall

Interested students, who wish to participate, may contact their class teacher and give names, latest by 7 May. For further enquiries, please contact the undersigned.

Smrithi Saran
 (Head Girl)

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- Q. 20.** You are Anoop/Arya, the cultural secretary of your school. As part of National Heritage Programme, the school has decided to put up a show on ancient art forms. Write a notice to be put up on the school notice board inviting students to watch the show and encourage the artists. Write the notice in not more than 50 words. [Delhi Set III, 2014]

Ans.

A.B.C SCHOOL

NOTICE

12 April, 20xx

NATIONAL HERITAGE PROGRAMME

All the students are hereby informed that our school has decided to put up a show on ancient art forms. Everyone is invited to watch the show and encourage the budding artists. The details of the show are :

Date : 17 April, 20xx
 Time : 9 a.m. to 1 p.m.
 Venue : School Auditorium

You all are requested to reach the venue in time in order to avoid any inconvenience. Contact the undersigned for further details.

Anoop
 (Cultural Secretary)

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- Q. 21.** You are Rani/Raj, Secretary Health Club, National Public School, Ramnagar. You find that after the lunch break, school playground and verandahs are littered with wrappers, paper/polythene bags, etc. Write a notice in about 50 words advising students to refrain from doing so. [Comptt., Delhi Set - I, 2013]

Ans.

NATIONAL PUBLIC SCHOOL, RAMNAGAR

NOTICE

24 October, 20xx

KEEP THE SCHOOL PREMISES CLEAN

It is noticed that during the break, students litter verandas and playground with wrappers, paper/polybags etc. Kindly ensure to dispose waste in dustbins only. A disciplinary action will be taken against those who are found littering the premises.

Kindly co-operate in keeping the surroundings clean and hygienic.

Rani
 (Secretary, Health Club)

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- Q. 22. As the Principal of National Public School, Ramnagar, write a notice in about 50 words informing the students that with effect from 20th of January, the school shall start at 9 am instead of 8 am. Give reasons for the change.**

[Comptt. Delhi Set - I, 2013]

Ans.

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| <p style="text-align: center;">NATIONAL PUBLIC SCHOOL, RAMNAGAR</p> <p style="text-align: center;">NOTICE</p> <p>20 December, 20xx</p> <p style="text-align: center;">CHANGE IN SCHOOL TIMINGS</p> <p><i>This is to inform all the students that due to the extreme weather conditions, the school timings have been re-scheduled. With effect from 20 January, the school will begin at 9 a.m. instead of 8 a.m.</i></p> <p>Principal (National Public School)</p> |
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- Q. 23. You are Mr. D.R. Verma, Physical Education Teacher, Kendriya Vidyalaya, Kanpur. You want to select the school hockey team for the Inter School Hockey Tournament. Write a notice in about 50 words inviting those who are interested in selection, to give their names.**

[Outside Delhi Set I, 2013]

Ans.

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| <p style="text-align: center;">KENDRIYA VIDYALAYA, KANPUR</p> <p style="text-align: center;">NOTICE</p> <p>23 March, 20xx</p> <p style="text-align: center;">SELECTION OF HOCKEY TEAM</p> <p><i>This is to inform everyone that the trials for selection of the School Hockey team for the Inter School Hockey Tournament will be conducted on 25 March, 20xx. Interested students must report to the field, sharp at 9 a.m.</i></p> <p>D.R. Verma (Physical Education Teacher)</p> |
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- Q. 24. As the Principal of Kendriya Vidyalaya, Kanpur, write a notice in about 50 words informing the students of Class XII that their Biology paper in the first term examination shall take place on 5th October instead of 29th September. Give a reason for the change.**

[Outside Delhi Set I, 2013]

Ans.

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| <p style="text-align: center;">KENDRIYA VIDYALAYA, KANPUR</p> <p style="text-align: center;">NOTICE</p> <p>23 September, 20xx</p> <p style="text-align: center;">BIOLOGY PAPER POSTPONED</p> <p><i>This is to notify all the students of class XII that due to a 'bandh' declared by some political parties on the day, the Biology paper which was scheduled on 29 September earlier, will now be held on 5 October. The timings will remain the same.</i></p> <p>Principal Kendriya Vidyalaya</p> |
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- Q. 25. You are Smitha/Sunil, Secretary AVM Housing Society. You are going to organize a blood donation camp. Write a notice in not more than 50 words, urging the members of your society to come in large numbers for this noble cause. Give all the necessary details.**

[Delhi Set II, 2013]

Ans.

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| <p style="text-align: center;">AVM HOUSING SOCIETY NOTICE</p> <p>23 July, 20xx</p> <p style="text-align: center;">DONATE BLOOD TO SAVE LIFE....!!</p> <p><i>This is to inform all the members that the society is organizing a blood donation camp to help the needy. The schedule of the camp is as follows :</i></p> <p><i>Date : 27 July, 20xx</i></p> <p><i>Time : 9 a.m. onwards</i></p> <p><i>Venue : Gym area</i></p> <p><i>Kindly urge the members of your society to come in large numbers for the active participation for this noble cause. For further details, please contact the undersigned.</i></p> <p><i>Smitha</i> <i>(Secretary)</i> <i>AVM Housing Society</i></p> |
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- Q. 26. You are Vinita/Vikram, School Pupil Leader of Rani Laxmi Bai Senior Secondary School, Gwalior. Draft a notice for your school notice board in not more than 50 words inviting the names of students who want to participate in the cultural programme organized in aid of the victims of the recent Assam floods.**

[Outside Delhi, 2013]

Ans.

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| <p style="text-align: center;">RANI LAXMI BAI SENIOR SECONDARY SCHOOL NOTICE</p> <p>6th July, 20xx</p> <p style="text-align: center;">PROGRAMME FOR A CAUSE</p> <p><i>This is to inform all the students from class VI-XII that the school is organizing a cultural event to raise funds for the victim of Assam floods. All the students who wish to help us in this noble cause as participants or as volunteers can submit their names to their class teachers latest by 25th July, 20xx.</i></p> <p><i>The money collected from this cultural event will be sent to the victims through the school trust. For further details please contact the undersigned.</i></p> <p><i>Vinita</i> <i>(School Pupil Leader)</i></p> |
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- Q. 28. You are Keshav/Karuna, Secretary, Interact Club, Vidhyapeet, Bengaluru. Draft a notice in not more than 50 words to be put up on your school notice board, asking all the club members and the other students to join for a walk on the World Diabetes Day to create an awareness among people about diabetes.**

[Comptt. Delhi Set I, 2012]

Ans.

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| <p style="text-align: center;">INTERACT CLUB, VIDYAPEET, BENGALURU NOTICE</p> <p>11 November, 20xx</p> <p style="text-align: center;">WORLD DIABETES DAY</p> <p><i>All the Club members and other students are requested to join the walk which is being organized on 14 November, 20xx on World Diabetes Day to create awareness about this deadly disease.</i></p> <p><i>Time : 8:30 a.m.</i></p> <p><i>Course : Club gate via M. G. Road to Club Ground</i></p> <p><i>Enroll today for Club T-shirts.</i></p> <p><i>Keshav</i> <i>(Secretary)</i></p> |
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4

- Q. 29.** You have lost your leather wallet containing your examination entry ticket for Class XII, while travelling by bus from Banashankari to M.G. Road in Bangalore. Write a notice in not more than 50 words, to be published in 'Deccan Herald'. You are Pranav/Praveen, 12 Gandhi Road, Bangalore. [Outside Delhi Set II, 2012]

Ans.

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| <p style="text-align: center;">For 'Deccan Herald'</p> <p style="text-align: center;">NOTICE</p> <p>3 March, 20xx</p> <p style="text-align: center;">EXAMINATION TICKET LOST !</p> <p><i>I have lost my leather wallet containing my examination entry ticket for Class XII, while travelling by a bus from Banashankari to M.G. Road in Bangalore. Anybody who finds it, may return it at the address given below or contact me on this number : 01236543289.</i></p> <p><i>The finder shall be suitably rewarded.</i></p> <p>Praveen 12, Gandhi Road, Bangalore</p> |
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4

- Q. 30.** As the student's editor, draft a notice in not more than 50 words for your school notice board inviting articles from the students for your school magazine. You are Rohan/Rupani of Vasant Vihar School, Pune. [Outside Delhi Set III, 2012]

Ans.

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| <p style="text-align: center;">VASANT VIHAR SCHOOL, PUNE</p> <p style="text-align: center;">NOTICE</p> <p>1st March, 20xx</p> <p style="text-align: center;">INVITING ARTICLES FOR MAGAZINE</p> <p><i>All the students are hereby informed that the next edition of the School Magazine will be published very soon. All the students are invited to make contributions for the same. Interested students are requested to hand over their articles to Rohan, Asst. Editor of the magazine, latest by 31 March, 20xx. For further details, kindly contact the undersigned.</i></p> <p>Rupani (Student's editor)</p> |
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4

- Q. 31.** The students' council of your school has organized an excursion to Goa for students of class XII during the Autumn break. As the President of the council, write a notice in not more than 50 words informing the students about the same. Sign yourself as Ravi/Raveena [CBSE S.Q.P. I, 2012]

Ans.

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| <p style="text-align: center;">XYZ SCHOOL</p> <p style="text-align: center;">NOTICE</p> <p>15 July, 20xx</p> <p style="text-align: center;">TRIP TO GOA</p> <p><i>All the students of class XII are hereby informed that our school has organized an excursion trip to Goa during the Autumn Break. Those interested can register themselves with Rohan, the co-ordinator, within ten days. The deposit money is ₹ 3000. For further details, please contact the undersigned.</i></p> <p>Ravi (President)</p> |
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Commonly Made Error

- Some students forget to mention the word “NOTICE” on the top.
- Many students give unnecessary details making the notice too long.

Answering Tips

- Always mention the word “NOTICE” on first/second line of the notice.
- The students must adhere to necessary facts.
- The notice must have some contact information like class and section, designation, email, mobile number, etc. for the interested persons to contact.



AniketSha_official telegram