

Part = 4  
Class = 9<sup>th</sup>  
Subject = English

### Notice Writing

Important points:

- ① Notice writing has only one theme or subject.
- ② The opening of the first sentence in each tells you what the topic is going to be. The rest of the paragraph contains only details.
- ③ The paragraphs are short. The sentences are in logical order.
- ④ There is a variety in the construction of sentences and no repetition.
- ⑤ The last sentence sums up the main idea and is as interesting as the first.
- ⑥ Create a box and keep the word limit about 40-50 words.

Q:- The St. Arnold School, Meghnagar is organising a summer camp in school for a month. Activities would include aerobics, guitar, pottery, western dance. As secretary of the cultural club of your school put up a suitable notice giving all necessary information.

Q:- The Rainbow School, Indore is organising a blood donation camp in the school premises. Write a notice to encourage the people for the same on behalf of the school.

See the sample of a notice.

Name of School

Title / Topic

Date

Content

Signature of issuing authority

Name

Designation