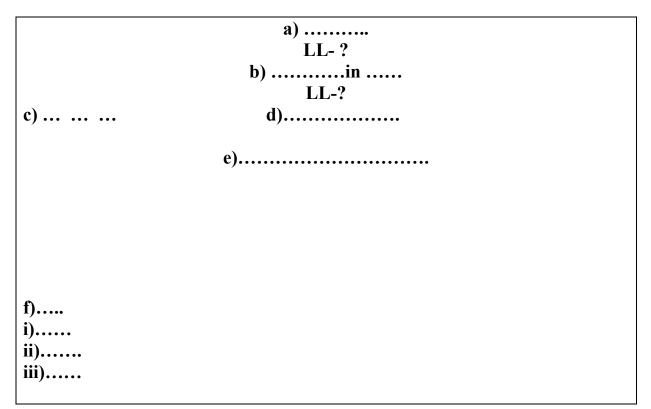
## **Class VIII English Notice Writing**

## Work sheet

I. The box given below is the outline of a notice. Identify what has to be written in the blanks:



# **II.** A few questions for writing notices are given below. Draft them using the correct format:

- a) You are Arnav Kumar, the secretary of the Bharat Residents Welfare Society. Draft a notice informing the residents about the timings of the opening and closing of the shops in the commercial complex of the residential colony as a lockdown has come into force because of COVID-19. Also inform the residents about the necessity of wearing a face mask and maintaining social distance when they come to shop. (word limit-50 words)
- b) You are Kunal Singh, the School Students' Sports Secretary. Draft a notice informing both boys and girls of classes 8, 9 and 10 about the selection trials for the CBSE Zonal Athletics meet. Invent all the necessary details. (word limit-50 words)

- c) Aruni /Arunima, is the students' editor of the School Magazine. He/She has to invite students to write/ contribute articles, jokes, puzzles, drawings, poems and other interesting things for the school magazine. Draft the notice, inventing all the necessary details. (word limit-50 words)
- d) Your school is planning to organize a 'Swachhta Day ' where all students will help to clean up the school premises. Write a notice informing students about this activity. You are Biju/ Bindu, the School Captain of your school. Write the notice in 50 words or less. Use a date, time, and meeting place of your choice.

#### e) Look at the following notice:

### Anuskahti Kendriya Vidyalaya, Lucknow NOTICE

20<sup>th</sup> October,2020

Cultural Fest-2020

Anuskahti Kendriya Vidyalaya, Lucknow is excited to be hosting its 37<sup>th</sup> Annual Cultural Fest on 30<sup>th</sup> November, 2020.A number of cultural events will be performed. Students who wish to participate in the cultural programmes must register their names with the undersigned during the following dates:

Date: 30 Oct to 1<sup>st</sup> Nov 2020 Time: 2:00 p.m. to 5:00 p.m. Venue: School auditorium

For more details or to volunteer to help with activities contact the undersigned. sd/-Aditi Raj

School Cultural Secretary Secretary

- (i) Draft a question for which the notice above is the answer.
- (ii) What are the points that are clearly mentioned?
- (iii) Give an alternate draft for this notice in your own words. Don't be afraid to be creative, but remember to stick to the format.