

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:

	a)
	LL- ?
	b)in
	LL-?
c)	d).....
	e).....
f).....	
i).....	
ii).....	
iii).....	

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:**

<u>Anuskahti Kendriya Vidyalaya, Lucknow</u> NOTICE	
20 th October,2020	Cultural Fest-2020
<p>Anuskahti Kendriya Vidyalaya, Lucknow is excited to be hosting its 37th Annual Cultural Fest on 30th 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:</p> <p style="text-align: center;">Date: 30 Oct to 1st Nov 2020 Time: 2:00 p.m. to 5:00 p.m. Venue: School auditorium</p> <p>For more details or to volunteer to help with activities contact the undersigned. sd/- Aditi Raj School Cultural Secretary</p>	

- (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.
