

NOTICE WRITING

ASSIGNMENT

(i) Jagat Taran School, Allahabad is organising a Career Counselling session for the students of class XI and XII of your school . Write a notice giving details of it to be displayed on your school notice board.

(Word limit-50 words.)

(ii) You are the Secretary of Akash Flats Welfare Association, Varanasi .Write a notice to be circulated to the members of the Association, requesting them to attend a meeting to discuss about the security measures of the flats and appointment of new security guards.

(Word limit-50 words.)

(iii) You are Anita/Anil, the Sports Secretary of Jyoti Public School, Delhi. Draft a notice in not more than 50 words for your school notice board informing the students about the sale of old sports goods of your school.

(iv) You are Babita/Biman the Secretary of the History Club of your school. Draft a notice in not more than 50 words informing the students of class IX and X about a proposed excursion to historical places of your city.