

## **ENGLISH ASSIGNMENT**

As part of the English assignment for students of class-12, I would like to start off with a revision of the writing skills. Our first topic is NOTICE WRITING, I would request all the students to maintain a proper register where you can serially note down all the work under proper heading.

Answers of the practice exercise will also be posted. You can tally your own answers. Register will be signed once the school opens.

## **RULES OF NOTICE WRITING**

1. Written within a box.
2. Word limit of the content- 50 words.
3. Format- this includes the word NOTICE, date (eg. 23 April 2020), heading, writer's name and designation.
4. Expression- should be written in third person, future tense.
5. Purpose should be to give information. An agenda notice includes the detailed list of items of the meeting or programme.

## **SAMPLE NOTICE**

You are Aradhana/ Anurag, Head Boy/Head Girl of Zion Senior Sec. School, Paharganj, New Delhi. Your school is organizing a day-long programme on Gandhi Jayanti. Draft a notice in not more than 50 words for your school noticeboard inviting names of the students who wish to participate.

Issuing authority	← ZION SENIOR SECONDARY SCHOOL, PAHARGANJ, NEW DELHI	
Date	← 23 September 2020	
<p style="text-align: center;"><b>NOTICE</b>          Gandhi Jayanti Celebrations</p> <p>All the students are hereby informed that a day-long programme will be organised to commemorate the birth of Mahatma Gandhi on 2 October in the school auditorium from 8 a.m. onwards. Students interested in taking part should give their names by 23 September to the undersigned.</p>		
Anurag (Head Boy)		
Name and designation of person issuing the notice		Body of notice with details: purpose event occasion date/time/venue

### PRACTICE EXERCISE

1. The environmental club of the school of your school is organizing a tree plantation drive on the World Environment Day around your school and in the neighbourhood. Write a notice in not more than 50 words inviting students to volunteer for the event. Give all the relevant details. You are Secretary of the Club.
2. Your school is organizing a SPIC MACAY programme on the occasion of the World Dance Day wherein the renowned Bharatnatyam 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 Rakshita/ Rohit of MVN Public School.
3. 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 organise a function to felicitate him on his

laudable achievement. Write a notice in about 50 words, inviting all students and giving further details.

4. You are Anoop/ Arya, the cultural secretary of your school. As part of the National Heritage Programme the school has decided to put up a show on ancient art forms. Write a notice board inviting students to watch the show and encourage the artists. Write a notice in not more than 50 words.