

Notice writing

For class vii and viii

By Aditi Kundu

Can you tell me what is this ?



- Yes a notice board ,just like the one in your school.It is one way to communicate with a large number of people



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What is a notice ?

A notice is a written announcement in a place where everyone can read it. A formal announcement in a newspaper or a magazine about something that has happened or is going to happen is also called notice.

Purpose of Notice

- To announce/display some information to a specific group of people.



Types of notice

1. Notice for Lost and Found of article or other valuables.
2. Notice issued for informing the masses/general public for change of name, warning somebody about something etc.
3. Notice informing about tours/ fairs/ exhibitions/ camps to be organised in near future.

Notices on Newspaper

MAHARASHTRA POLLUTION CONTROL BOARD
 Kalpataru Point, Sion Circle, Sion (E), Mumbai - 400 022.
 Phone : 2402 0781/2401 0437
 Web-site : <http://mpcb.mah.nic.in>

TENDER NOTICE

Member Secretary, Maharashtra Pollution Control Board, 3rd & 4th floor, Kalpataru Point, Opp. Cine Planet, Sion Circle, Sion (E), Mumbai 400 022 invites sealed bids from eligible bidders for supply, installation and commissioning of manual quality monitoring vans. Details are as under:

Name of the work	Tender Notice No.	Tender fee	
		By Hand	By Post
Manual Air Quality Monitoring Vans	APC-01 of 2006	Rs. 1000/- Each Set	Rs. 1300/- Each Set

Complete set of bidding documents may be purchased by bidders or authorised distributors / eligible bidders from 18.2.2006 on all working days either in person or by submission of written application to the undersigned at the address by paying non refundable fee in the amount mentioned in favour of Maharashtra Pollution Control Board, Mumbai payable at Matunga Branch, Mumbai.

Sd/-
 (Dr. D. B. Boralkar)
 Member Secretary

PUBLIC NOTICE

A grid of various public notices, including government tenders, legal notices, and official announcements. The notices are arranged in a structured layout with distinct headers and text blocks.

Sale Notices

NOTICE OF PUBLIC SALE

In Accordance with Florida State Statute 83.805 and to satisfy an operator's lien, and to satisfy an auctioneer's lien, the contents of the following units will be sold at a public auction to the highest bidder for cash on or after:

Date: APRIL 11, 2019 @ 10:30 AM
At: United Stor-All, 7400 W Colonial Drive, Orlando, FL 32818

Tenant's Name
 (Miscellaneous Household Items unless otherwise specified)
 TOMEISHA FISHER
 GEMINA DUNER
 RANDY MCNAIR
 VIDA EDWARD

Clerk of Court will sell to the highest bidder for cash at 11:00 am on the date of sale.
 Property:
 LOT 5, BLK 10, PHASE 2, SUNSHINE PARK, SEC 13, ORLANDO, FL 32818
 TO THE RECORDED & RETURNED TO THE PUBLIC CLERK OF COURT, 136, PUBLIC CLERK'S OFFICE, ORLANDO, FL 32818
 Property Address: 7400 W. COLONIAL DRIVE, ORLANDO, FL 32818
 ANY PERSON WHO HAS AN INTEREST IN THE SALE OF THE PROPERTY SHOULD CONTACT THE CLERK OF COURT AT 407-241-2200

COURT NOTICE

This is to inform that the Late Sh. B.N. Bahadur S/o Late Sh. R.N. Bahadur Chankyapuri, New Delhi who is the original allottee of Resi. Plot No. C-56, Sector-40, Noida, Gautam Budh Nagar, U.P. had executed registered will in favour of Mrs. Sarjani W/o Dr. Dharmanand and Ms. Sadhna Sinha W/o Sh. V.K. Shinha both R/o C-56, Sector-40, Noida. In the place of Mrs. Sarjani Kulshreshth, Mrs. Sarojini Kulshreshth should be read.

अदालती सूचना

मै. साँदान सिंह पुत्र फतन सिंह निवासी मकान नं. 34, सदरपुर, सैक्टर-45, नौएडा। मेरी एक प्रोपर्टी की सेल डीड जिसका विवरण इस प्रकार है- Document No. 6628, दिनांक 20.12.2004, Vol. No. 1252, पृष्ठ संख्या- 164 से 164 जो कि खेमचन्द ने ओमपाल देवी थी। यह रजिस्ट्री कहीं खो गई यह प्रोपर्टी "शुभम् हाजसिंग डेवलेपमेंट कम्पनी" के पास मोरगेज है जिसको भी यह रजिस्ट्री मिले तो कृपया पते पर सम्पर्क करें।

LOST & FOUND

MRS Anupama Barauah would like to inform the general public that I have misplaced my original share certificate no 170 with 5 distinctive shares nos 846 to 850 issued to me by Vishwanath Co-op Hsg Society Ltd having address at S.No 110/1 Dhanori road Kalas Pune - 411015. If anyone found kindly contact Mr Shah on 9049276385 within 10days from date of issue this advertisement

Key points to remember

- 1. Written in formal tone.
- 2. Factual and to the point.
- 3. Language is simple and formal.
- 4. Short, compact, precise.
- 5. Substantial gap between date of issuing and date of event.
- 6. Follow the word limit.
- 7.. Put the notice in a box

Format of a notice

- Name of the Organisation/School issuing the notice.

NOTICE
HEADING

Date (DD/MM/YY)

Body of the Notice

Signature

Name

Designation

Remember the rules of five 'w's

1. *What* is going to happen: the event.
2. *Where* it will take place: the venue
3. *When* it will take place: date and time.
4. *Who* can benefit from the information
5. *Whom* to contact.

If you found something

(SCHOOL NAME in capital letters)

NOTICE.

FOUND ARTICLE/PURSE.

02 June 2018.

This is to inform you that a lost purse have been found in the school library. The owner should come in the school office and say the details of the purse and things in it , to avoid of giving the purse to the wrong owner.

(Your Signature)

(Your Name)

(Your destination. For example:Secretary)

NOTICE

XYZ (school)

FOUND !

Recently in the school ground I found a total amount of Rs 2000 in a purse which is a large amount. If anyone's money or purse was lost then they can inform it in the school office after describing about it , like its colour n design n all ! Hope the owner will get it soon !

_____ (name)

If you lost something

**RANI AHALYA DEVI SENIOR SECONDARY
SCHOOL, GWALIOR
NOTICE
LOST AND FOUND**

14th August, 2014

I have lost a Titan wrist watch with silver dial and strap during lunch break in the school playground. If anybody happens to find it, kindly return it to the undersigned.

Rani

CLASS - XII

**ST. MARY'S ACADEMY
MEERUT
NOTICE**

14 TH DECEMBER 2015

LOST A WRIST WATCH

THIS IS TO INFORM THAT A WRIST WATCH WITH A BLACK DIAL AND HAS A METAL BODY WAS LOST IN THE SCHOOL PLAYGROUND DURING GAMES PERIOD; YESTERDAY. ANYONE WHO FINDS IT IS REQUESTED TO SUBMIT IT TO THE UNDERSIGNED. A SUITABLE AWARD IS PROMISED.

ANITA SINGH

CLASS VI

sample notice

- You are Ram/Reena ,a student of class vii of Kendriya Vidyalaya Ara.As you had lost your geometry box yesterday in the playground of the school, you need to put up a notice in the noticeboard of the school now. Write down a notice on it.

Kendriya Vidyalaya Ara
NOTICE

Lost a geometry box

2nd April,2020

This is to inform the students that I lost my geometry box in the playground on 1st April,2020.It's a Camlin geometry box.It is brand new with all the articles such as compass,scale , divider,eraser,pencils etc.My identity card was also in it.If anybody happens to find it ,kindly return it to the undersigned.

Ram/Reena

Class - vii

Sample of other notices

LV SEHGAL ENGLISH SCHOOL, ROORKEE

NOTICE

20th April, 20XX

Student Exchange Programme

The school has planned a student exchange programme wherein students of Lenin Memorial High School, Russia would be attending classes in our school. The programme will be conducted from 15th to 20th May, 20XX. The visitors will stay with our students at their homes. Interested students may contact the undersigned.

Geeta Gangwani

Co-ordinator

Senior Secondary section

or

M.R.V. HIGH SCHOOL

HYDERABAD

27 December 2015

NOTICE

This is to inform you that our school has organized an Inter - School Dramatics Competition for classes VII & VIII on 6 January 2016. Interested students can give their names to the head boy or head girl or the cultural secretary by 29 December 2015.

Venue -> School Activity Hall

Timing -> 5pm to 8pm

Cultural Secretary

Roopa

Modern School, Barakhamba Road, New Delhi

NOTICE

March 20, 2012

ATTENTION! MUSIC LOVERS!

The school is hosting the 6th Inter-School Musical carnival for classes VI-IX on April 10, 2012 at Indian Habitat Centre, Lodhi Road at 9:00 a.m.

All the talented students with gifted voices may appear for the audition to be conducted in the presence of Mrs. Bela Shende, the well-known singer on March 22, 2012 at 9 a.m. in the school auditorium.

For further details, contact the undersigned.

Varun Malhotra
(Secretary, Music Club)

Sample notice

- You are Arunima , secretary of your school's science club. A science exhibition is being organised in your school in the second week of July 2020. Write a notice inviting projects/models from the students. Also encourage them to volunteer their services in managing the event

K V ARA
NOTICE
SCIENCE EXHIBITION

12.06.2020

This is to inform the students that the school is organising a science exhibition for the students of IX-XII. It will be held from 11th to 13th July 2020. The students are invited to submit their models/projects by 8th July. The best project is going to be awarded. Each participant will receive a participation certificate. The students are also required to volunteer for the programme. For any further query, contact the undersigned.

Signature

Name

Designation

HOME WORK FOR CLASS VII

- You are Shyam/ Shyamli Verma of class VIIA. You have lost your library book which was issued to you, in the playground. Draft a notice for the school notice board, informing the students about it.
- You have lost your school identity card in the school playground. Write a notice mentioning other details about it and a suitable reward to be given to the finder.
- You are Madhav/Madhavi of KV ARA. You have found a class vii Hindi textbook lying in the school auditorium. Draft a notice mentioning other relevant details of the book so as to find its owner.
- Write a notice informing general public about a bag containing marksheets and certificates that you have found while travelling to Delhi by train. You should mention other necessary details about the bag so as to locate its owner.

Home work for class viii

- In your school, the Drama Club is organizing a drama. **Write a notice to be put up on the school notice board inviting students to participate in the drama. Sign yourself as the secretary of the Drama Club.**
- Your school is organizing a Social Service Camp in the first week of November. You are supposed to impart education to adults. **Write a notice to be put up on the school notice board inviting students volunteers.**
- Your school is organizing a carnival. **Write a notice inviting students to donate their old pieces of clothing, books, and other articles to be sold in the carnival.** Sign yourself as a member of the social club of your school.
- You are Asma/Ashish, the head girl/boy of XYZ school. Your school is soon going to publish the annual magazine next month. Write a notice for the notice board of your school inviting students to submit write-ups.
- You are Ruhi/Rahul, head girl/boy of ABC school. Your school is going to organize an inter-school singing competition. Write a notice for your school notice board inviting names of all the interested studen