Notice writing

For class vii and viii By Aditi Kundu

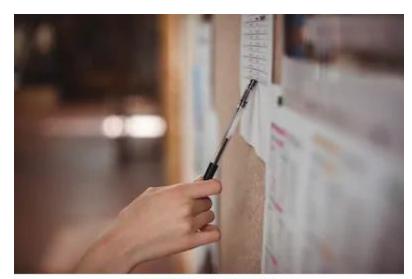
Can you tell me what is this?



• 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.

Keep

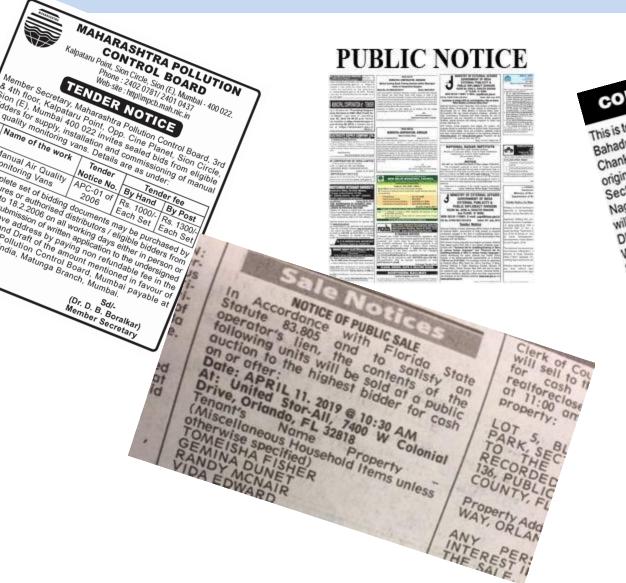
Purpose of Notice

• 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



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 Wlo Dr. Dharmanand and Ms. Sadhna Sinha WIO Sh. V.K. Shinha both RIO C-56. Sector 40, Noida. In the place of Mrs. Sarjani Kulshreshth, Mrs. Sarojni Kulshreshth should be read.

अदालती सूचना में, सोदान सिंह पुत्र फतन सिंह निवासी नीएडा। मेरी एक प्रोपटी की सेल डीड मकान नं. 34, सदरपुर. जिसका विवरण इस प्रकार है-Document No. 6628, दिनांक 20.1 2004, Vol. No. 1252, पृष्ठ संख्या-से 164 जो कि खेमवन्द ने ओमपाल वेबी थी। यह रजिस्ट्री कही खो गई यह प्रोपर्श "शुनम् हाउसिंग डेवले कम्पनी के पास मीरगेज है जिस को भी यह रजिस्ट्री मिले तो कृष 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 distincive shares nos 846 to 850 issued to me by Vishwanath Co-op Hsg Society Ltd having address at S.No 110/1 Dhanon road Kalas Pune - 411015. If anyone faund 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

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 interschool singing competition. Write a notice for your school notice board inviting names of all the interested studen