

VASISHTHA GENESIS SCHOOL, BARDOLI

(Academic Session: 2025-26)

Date: _____

Class: 5th

Div: _____

Roll No: _____

Sub : English

Name: _____

Worksheet for half yearly

Notice Writing

- It is important to write notices in a formal and precise manner.
- Notice should be written in a box with a proper title/ heading.
- Give complete and relevant information.
- Do not exceed the word limit, if given.
- The notice should be written in third person.

Ex 1. You are Sidharth Roy of Republic High School, Allahabad from class V. You found a pencil box. Put up a notice on your school notice board for the same. Mention the details in not more than 50 words.

REPUBLIC HIGH SCHOOL, ALLAHABAD

NOTICE

5 November 20XX

A Pencil Box Found!

I found a pencil box on the ground near the school gate during the recess time. If you are the owner of this pencil box, please come to the school office to claim it. The owner must have to provide proper identification to get it back.

Sidharth Roy
Class V

Ex 2. You are Riya Sharma from class IX from Convent High School, New Delhi. You found a school bag. Put up a notice on your school notice board for the same. Mention the details.

CONVENT HIGH SCHOOL, NEW DELHI

NOTICE

15 November 20XX

A Red Coloured School Bag Found!

A red coloured bag has been found from the playground during the recess time. It contains some stationery. The one who has lost it may contact the principal or collect it from the school office during school hours. The owner must have to provide proper identification to get it back.

Riya Sharma
Class IX

Ex 3 You are Raman/Suman Sharma a class Xth student of Jai Hind Higher Secondary School, Ranchi. You lost your pen during fine arts periods in the Drawing room of your school. Write a notice in about 50 words for the school notice board.

JAI HIND HIGHER SECONDARY SCHOOL, RANCHI

NOTICE

22nd October, 20XX

Lost Pen!

This is to hereby inform all the students of our school that a pen was lost in our drawing room of our school yesterday. I hold this pen in high regard, as my father gifted it to me. So, I request you if you find kindly give it in the staff room of our school.

Suman Sharma
Class X

Ex 4. Yesterday, during lunch, break you misplaced your water bottle. You want to get them back. Write a notice in about 50 words for the school notice board. You are Manish/Manisha Malhotra, a student in class V.

GURU GOVIND PUBLIC SCHOOL, AMRITSAR

NOTICE

22 November, 20XX

Lost Water Bottle!

A black water bottle has been lost during lunch break in the playground. If someone finds it, Kindly submit it at school reception.

Manisha Malhotra
Class V