

VASISHTHA GENESIS SCHOOL, BARDOLI

(Academic Session: 2025-26)

Date: _____ Class: 4 Div: _____ Roll No: _____ Sub : English
Name: _____ Worksheet for PT 2

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.

Ex 1. You are Shweta Roy of Centre Point High School, Nagpur from class IV. You found a box of crayons. Put up a notice on your school notice board for the same.

CENTRE POINT HIGH SCHOOL, NAGPUR

NOTICE

5 November 20XX

A box of crayons found!

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

Shweta Roy
Class IV

Ex 2. You are Niyati Khanna from class IV from Blossom School, Aurangabad. You found a school bag. Put up a notice on your school notice board for the same. Mention the details.

BLOSSOM SCHOOL, AURANGABAD

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 stationeries. 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.

Niyati Khanna
Class IV

Ex 3 You are Naman/Navya Patel a class IV student of Jai Hind Higher Secondary School, Mumbai. You lost your pencil kit 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, MUMBAI

NOTICE

22nd October, 20XX

Lost a Pencil kit!

This is to inform all the students of our school that a pencil kit 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.

Naman/Navya Patel
Class IV

Ex 4. You are the student of class IV. During lunch, break you misplaced your water bottle. You want to get it back. Write a notice in about 50 words for the school notice board.

VASISHTHA GENESIS SCHOOL, BABEN

NOTICE

22 November, 20XX

Lost Water Bottle!

A black water bottle has been lost during lunch break in the playground. I hold this water bottle in high regard, as my mother bestowed it upon me. If someone finds it, Kindly submit it at school reception.

Class IV