

VASISHTHA GENESIS SCHOOL, BARDOLI

(Academic Session: 2026-27)

Date: _____

Class: 6th

Div: _____

Roll No: ____

Sub: English

Worksheet: Writing Skill

HYE Worksheet

Name: _____

Notice Writing

- For writing notices , care should be taken to make it formal and precise.
- It 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.

Q- 1) You are Ankit secretary of the science club of your school. You want to hold an inter class Poster Making Competition on “Cleanliness in your School” . Draft a notice in not more than 50 words inviting students of classes VI, VII and VIII to give their entries. Mention details like date and time , Venue and Material required.

Ans.

GYAN MANDIR PUBLIC SCHOOL, LUCKNOW

NOTICE

15 September 20XX

POSTER MAKING COMPETITION

Students of classes VI, VII and VIII are informed that a Poster Making Competition is going to be held on 22 Sep. 20XX in the Science Club Room at 11 a.m. The topic is “Cleanliness in your School”. Interested students may give their names to the undersigned. Students are required to bring their own material required. Prizes will be awarded to first, second and third best entries.

Ankit
Secretary
Science Club

Q- 2) As you are the school librarian Mr. Amar Singh put up a notice on the school notice board, informing the students to return their library books before the Diwali vacations being failing which they would be fined.

Ans.

ARYA MODEL SCHOOL , AGRA

NOTICE

20 October 20XX

LIBRARY BOOKS

All students of classes VI, VII and VIII are hereby informed to return all library books issued by them, to the library before the 30th of this month as the school will close down for Diwali holidays. Students who fail to return the books on time will be fined.

Mr. Amar Singh
Librarian

Q- 3) Preeti, student of class VI has lost her literature text book in the school field. She wants to put up a notice on the school Notice Board . Draft a notice in about 50 words.

Ans.

SARASWATI PUBLIC SCHOOL , BHOPAL

NOTICE

10 September 20XX

Lost! Lost! Lost!

It is to bring to the notice of all that Priti Gupta student of class VI – B has lost her English literature text book 'Gulmohar' in the field yesterday during recess. Whoever finds the book is requested to submit it in the principal's office, or give it to the class teacher of VI – B.

Sonia Jain
Head Girl