

VASISHTHA GENESIS SCHOOL, BARDOLI

(Academic Session: 2026-27)

Date: _____ Class: 5th Div: _____ Roll No: _____ Sub: English
Worksheet: Writing Skill (PT 1)
Name: _____ Notice writing

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) As you are the head girl/boy of the school, put up a notice on the school notice board, informing the students about Cleanliness Drive.

Ans.

ABC Public School

NOTICE

27 April 20XX

Cleanliness Drive

All students are informed that our school is organizing a **Cleanliness Drive** on 30 April 20XX. Students of Grade 5 are requested to bring gloves and masks.

The drive will start at 9:00 am in the school playground. All students must participate and help to keep our surroundings clean.

Riya Sharma
Head Girl

Q- 2) As you are the head boy of the school, put up a notice on the school notice board, informing the students about Drawing Competition.

Ans.

Sunrise School

NOTICE

27 June 20XX

Drawing Competition

All students are invited to take part in a **Drawing Competition** on 2 July 20XX. The theme is “**Save Nature**”.

Students should bring their own colours and drawing sheets. The competition will be held in the Art Room at 10:00 AM.

Exciting prizes will be given to the winners!

Aman Patel
Head Boy

Q- 3) As you are the head boy of the school, put up a notice on the school notice board, informing the students about Quiz Competition.

Ans.

Sunrise School

NOTICE

2 April 20XX

Quiz Competition

A **General Knowledge Quiz Competition** will be held on 10 April 20XX. Students will participate in teams of two. The quiz will start at 10:30 AM in the school hall. Join and test your knowledge!

Aman Patel
Head Boy