

VASISHTHA GENESIS SCHOOL, BARDOLI

(Academic Session: 2026-27)

Date: _____ Class: 08 Div: A/B/C/D Roll No.: _____ Subject: English
Name: _____ Topic: Writing Skill

NOTICE WRITING

What is Notice Writing?

A notice is a written or a printed information or news announcement. Notices are either displayed at prominent places or published in newspapers/magazines. It is meant only for a select group. Since a notice contains a formal announcement or information, its tone and style are formal and factual. Its language should be simple and formal. A notice is always brief and to the point. Remember, Circulars are also written like notices, but unlike notices, they carry more than one message, and they are circulated through a messenger.

01. Meetings / Discussions Notice:

As the name suggests, it includes notices intending to inform members regarding meetings or discussions by schools, offices, societies, etc.

Eg. You are Kumar/Ankita, Secretary, West End Cooperative Group Housing Society, Vasundhara. Write a notice in not more than 50 words requesting the members to attend a meeting of the society to discuss the problem of irregular supply of drinking water to the residents.

Answer:

WEST END COOPERATIVE GROUP HOUSING SOCIETY NOTICE

24 February, 20XX

Society Meeting on The Problem of Drinking Water

This is to inform all residents that a meeting will be held in the clubhouse to discuss the ongoing issue of inadequate drinking water supply in our society. As this concern affects all members, your presence and participation are essential to help decide on suitable measures and collective action.

Ankita Paul
Secretary of West End Cooperative Group Housing Society

02. Lost and Found Notice:

These kinds of notices are put by newspapers, community members, students, and management who have either lost someone/something or have found someone/something. The example below will give you a clear idea.

Eg. You have found an expensive geometry box in the school playground. Draft a notice in not more than 50 words for the school notice board. You are Raj/Rani, Class XII, Angel School, Faridabad.

Answer:

ANGEL SCHOOL, FARIDABAD NOTICE

23 June, 20XX

Geometry Box Found

A geometry box was found in the school playground on 23 June. It bears no name or identification mark. Students who may have lost theirs are requested to contact the undersigned and provide specific details to claim it.

If unclaimed within three days, the item will be handed over to the school office.

Rani
Student of Class XII

03. Academic and Cultural Events Notice:

These types of notices are usually drafted to inform students, staff members, employees, or any specific group about upcoming academic or cultural events such as sports meets, competitions, and similar activities.

Eg. You are the secretary of the history club of Vidya Public School. Draft a notice in not more than 50 words informing students of a proposed visit to some important historical sites in your city and write an answer in the notice.

Answer:

VIDYA PUBLIC SCHOOL NOTICE

2G July, 20XX

Information about the tour of Historical Places

All students of Grades 6 to 10 are hereby informed that the School History Club is organising an educational trip to prominent historical sites in Delhi on 1 August 20XX. This tour aims to deepen students' understanding of our rich and diverse historical heritage.

Interested students must submit their names to their respective class teachers by 31 July 20XX.

Important Details:

Tour Fee: ₹200 per student

Note: A permission form signed by a parent/guardian is mandatory for participation.

Reema / Rajesh
History Club

04. Literary Events / Training Sessions Notice :

Similar to academic and cultural event notices, these are issued to inform the intended audience about upcoming events such as exhibitions, book fairs, training sessions, tree plantation drives, and other related activities.

Eg. Draft a notice in not more than 50 words for your school notice board informing the students about the sale of old sports goods at your school. You are Rohini / Rohan the secretary of the sports club of Alka Public School, Indira Nagar Faridabad.

Answer:

ALKA PUBLIC SCHOOL NOTICE

0G September, 20XX

Selling School's Old Sports Goods

It is hereby announced that from September 11 through September 15, 2024, our school will host a sale of used sporting goods. Many kinds of sports goods will be available there. The price and the names of the items are attached.

Interested students should bring the appropriate amount of cash.

Rohan / Rohini
Sports Club

05. Warning/Appeal Notice :

These notices are issued by schools, societies, or government authorities to convey important warnings or make appeals to the public. For example, a notice regarding a scheduled power cut in your area for one or two days.

Eg. Draft a notice in not more than 50 words informing the residents of a power cut for a few days for maintenance work.

Answer:

**RESIDENTIAL WELFARE SOCIETY
NOTICE**

10 May, 20XX

Power Cut Scheduled

Residents are informed that there will be a power cut on 12 May, 20XX, from 1:00 p.m. to 5:00 p.m. due to the installation of electronic meters. Please take necessary precautions. We regret the inconvenience and appreciate your cooperation.

**President
Residential Welfare Society**

06. Official Changes Notice :

These notices are issued to inform the public about official changes such as name changes, shifts in office location, or other legal declarations made by individuals or organisations.

Eg. As Principal, ABC Public School, wrote a notice in about 50 words informing the students that with effect from the 30th of January, the school shall start at 6 a.m. instead of 8 a.m. Give reasons for the change.

Answer:

**ABC PUBLIC SCHOOL, DELHI
NOTICE**

08 January, 20XX

Change in School Timings

Due to severe weather conditions, school timings will be revised from 10th January, 20XX. Classes will now begin at 6:00 a.m. instead of 8:00 a.m. All students are advised to follow the new schedule and report on time.

**Principal
ABC Public School**

Eg. You are Karan, the Head Boy of Bal Bharati Public School, Rohini. Your school is organising a 3-day and 2-night trip to Shimla for students of Classes 8 to 12. The cost of the trip is ₹6,500, which includes a 3-star hotel stay, DJ night, bonfire, three meals per day, and to-and-fro travel from Delhi to Shimla. Write a notice informing students about the trip and inviting participation.

Answer:

**BAL BHARTI PUBLIC SCHOOL ROHINI, DELHI- 67
NOTICE**

01 October, 20XX

Annual Trip to Shimla

The school is organising a 3-day, 2-night trip to Shimla for students of Classes 8-12, from 21st to 24th November 20XX. The cost is estimated at ₹6,500 (inclusive of travel, meals, hotel, and activities). Interested students may collect and submit consent forms to Mrs Geeta Jain by 28th October, 20XX.

**Karan
Head Boy**