

# WRITING

## STD-VI

**SUBJECT : ENGLISH**  
**CHAPTER NUMBER: 1**  
**PERIOD NUMBER : 1**  
**CHAPTER NAME :NOTICE**

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**CHANGING YOUR TOMORROW**

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# WHAT IS A NOTICE?

A notice is a formal means of communication. The purpose of a notice is to announce or display information to a specific group of people. Notices are generally meant to be pinned up on specific display boards whether in schools or in public places. Notices issued by the government appear in newspapers.

# FORMAT

A notice should be written in the following format:

- the name of the organization issuing the notice
- the title 'NOTICE'
- the date
- a heading to introduce the subject of the notice
- the body of the notice
- the writer's signature, name ,and designation
- All these should be written inside a box.

## Different Parts of a Notice:

**A NOTICE is always written in a box.**

Name of the Institution/Organization/Office, Place Suitable Heading

**NOTICE**

**TITLE**

29 June 2012

Contents. The target group for whom the notice is. Date, time, venue and all-important details and any extra information that is needed (Body of the Notice, 50 words)

Signature

(NAME)

Designation

# Important Details

A well-written notice must inform the readers about the 5 Ws:

- — What is going to happen, (that is, the event)
- — Where it will take place
- — When it will take place (that is, the date and time)
- — Who can apply or is eligible for it
- — Whom to contact or apply to (that is, the issuing authority)
- Only the most important points should be written along with any other detail given in the question.
- One is free to add any relevant information not included in the question.
- The sentences should be short and grammatically accurate.
- The notice should be presented within a box.
- The word limit for a notice is 40–50 words
- Information given in a notice must be clear and should not cause any confusion.
- A notice must be catchy and appealing – it should attract the reader's attention at once.

# SAMPLE

As Principal of Sardar Patel Vidyalaya, Lucknow, draft notice in not more than 50 words informing students of the change in school timings with effect from the 1<sup>st</sup> of October. State valid reasons for the change.

**Sardar Patel Vidyalaya, Lucknow**  
**NOTICE**

22nd September, 20xx

**Change in School Timings**

All students are hereby informed about a change in school timings from 1st October, 20xx. The school will now start at 9 a.m. & end at 3 p.m. In the past few years, it has been seen that winters are rather severe and it becomes quite difficult to start early due to the extreme cold weather and the dense fog. So these new timings will be followed till further notice.

A K Mohanty  
Ashok Kumar Mohanty  
Principal

# CLASSWORK

You are Kiran/Kumar, School Captain of Kabir Model School, Rohtak.  
Write a notice informing the students about a debate competition to be held on 26 June 2021.

HOME ASSIGNMENT: Worksheet 1, Question 1, Page 53, one page handwriting

**THANKING YOU**  
**ODM EDUCATIONAL GROUP**