

Notice writing

Sample 1

On the occasion of National Science and Technology Day, the school has decided to organise a Science Fair. Vikram, the secretary of the Science Society, wants to call a meeting of the office bearers of the society to discuss the arrangements for the fair. Write a notice is not more than 50 words.

DELHI PUBLIC SCHOOL

NEW DELHI

NOTICE

17 April 2020

Meeting of Science Society

On the occasion of National Science and Technology Day, the school has decided to organise a fair. All office bearers are requested to attend a meeting in the School Library on 26 April 2020 at 10 am to discuss the arrangements for the fair.

Vikram Singh

(Secretary, Science Society)

N.B. (The notice should be enclosed in a box)

Sample 2

Ram Lakhani is the Head Boy of Bhavan Vidyalaya, Chandigarh. He and some other students of the school are touched by the plight of the poor and the destitute in the state-run homes, and wish to make a difference in their lives by lessening their sufferings. They decide to raise funds for this purpose. Write a notice, not exceeding 50 words, making an appeal for generous donation.

BHAVAN VIDYALAYA CHANDIGARH

NOTICE

16 April 2020

Attention Please!

Lend a Helping Hand

Your help and co-operation are required to make a difference in the lives of the less fortunate living in the state-run homes. Donate generously. Deposit your contribution to the undersigned by 3 May 2020. The money so raised will be spent on medicines and clothes for the inmates. For any queries contact the undersigned.

Ram Lakhani
(Head Boy)

N.B. (The notice should be enclosed in a box)

Sample 3

You are the cultural secretary of your school. Write a notice in about 50 words inviting the names of students who would like to participate in the variety programme that you are planning in aid of an old age home in your city. Items may be in the form of solo and group singing, mono-acting, magic show, dance performance, etc. Trials for the most suitable participants will be held during the zero period everyday.

BLOOMING FLOWERS SCHOOL

NOTICE

10 July 2020

Sandhya Tara

It is hereby informed that the school is organising a cultural programme to collect funds for 'Sandhya Tara', a home for the elderly. It is planned to include a dance drama, mono acting, a magic show and other items. Students who wish to participate should submit their names to the undersigned before 20 July 2020. Trials will be held daily in the zero period.

SandeepWalia

Secretary, Cultural Society

N.B. (The notice should be enclosed in a box)