NOTICE WRITING

It is always formal in style. It is written for the purpose of public attention. We announce through notice some celebrations, birth, death occasions, inauguration and sales, to make appeal, and declare events.

NOTICE WRITING FORMAT

CREATIVE TITLE	1mark
ASKED EVENT OR COMPETITION	1mark
DATE	½ mark
TIME	1/2mark
VENUE	½+1/2 mark

_____

_____-

_____. 1mark

Q. **Your school is conducting an inter-class talent search. Write a notice to be put in your school informing students about the event and inviting them to participate.**

Creative Title
Asked event or competition
DATE
TIME
VENUE

_____

_____.

EVERYBODY'S GOT TALENT	**1 mark**
Inter-class Talent Search	**1 mark**
Date: 14th March, 2024	**½ mark**
Time: 9.00 a.m. to 4.00 p.m.	**½ mark**
Venue: Auditorium, STEM School	**½+1/2 mark**
Interested students from classes VIII to IX may register with the Vice- Principal on or before 7TH March, 2024.	**1 mark**

EVERYBODY'S GOT TALENT	**1 mark**
Inter-class Talent Search	**1 mark**
on 14 th March,2024	**½ mark**
from 9.00 a.m. to 4.00 p.m.	**½ mark**
at Auditorium, STEM School	**½+1/2 mark**
Interested students from classes VIII to IX may register with the Vice- Principal on or before 7th March, 2024.	½ mark

Tips for writing notice

1. Creative Title must not exceed the word limit of 8 words
2. You may begin the date as on, time as from, venue as in or at
3. Venue must have small place, big place
4. You may write the notice in the centre or left of the page
5. The body should have who are the participants, whom to submit, by what date
6. You may write the notice within box.

Phrases to begin the paragraph:-

- Register your names with
- All the students are hereby invited
- Students are requested to
- The events of the program are as follows
- Students of classes
- Members are informed to
- Interested students