



## ENGLISH

## SECTION-B (ADVANCED WRITING SKILLS)

### NOTICE - WRITING (4 MARKS)

**INTRODUCTION**-Notices-where used: schools, organisations, government boards.

-why used- to inform people about various events, issue, & public instructions.

Important points to be followed:

- \*Use the word "NOTICE" followed by the name of the organization/institute.
- \*Write the date on the left hand side.(eg.18th July 2016)
- \*Give a suitable heading to the notice.
- \*Content should contain the following-event, date, place, time)
- \*Conclude the notice with name (signature),&post(designation)
- \*Write it in a box
- \*Follow 50 words -limit.

### MAIN CHARACTERISTICS:

- \*Format-must include the word "NOTICE,"Date, Heading,Writer'sname,&post
- \*Content-answers the question "What","When", "Where"& "How"etc.
- \*Expression-relates to the overall organization &relevance of the content besides grammatical accuracy & fluency.

### MARKING SCHEME-

- \*Format-(1m)
- \*Content-(2m)
- \*Expression-(1m)

### SAMPLE NOTICE:1

Q.1 You are Mohit/MitaHeadboy/girl of Delhi Public School,Lucknow.Your school is celebrating "World Environment Day" on 5th June 2016.Draft a notice informing the students to bring two saplings from each class.Invent necessary details.(Do not exceed 50 words.)

|   |   |
|---|---|
| <b>DELHI PUBLIC SCHOOL,LUCKNOW</b>        |   |
| <b>Date of Issue</b><br>18th May 2016     | <div style="text-align: center;"><b>NOTICE</b></div> <div style="text-align: center;"><b>Celebration of World Environment Day</b></div> <p>Students are informed that "WORLD ENVIRONMENT DAY"will be observed on 5th June 2016 in the school premises. Each class is instructed to bring at least two saplings. For more information contact the undersigned.</p> |
| <b>Name of Issuing Authority</b><br>Mohit | <b>Subject</b>  |
| <b>Designation</b><br>Head boy            |   |



## NOTICES FOR PRACTICE

## PRACTICE-QUESTIONS

- (i). You are Amita/ Anil the Physical Instructor of St. Mary's Convent, Bhopal. You have organized an excursion to Kathmandu (Nepal) during the Autumn Break for the senior students of your school. Write a notice in about 50 words informing the students about the proposed excursion.

## VALUE POINTS

**Name of school:** St Mary's Convent, school, Bhopal

**Event:** excursion to Kathmandu,

**Date:** 10.10.2016 to 15.10.2016

**Cost of Trip:** Rs. 500/head

Consent letter of parents

**Last date for submission:** 15. 09.2016

**Name:** Amita/Anil

**Post:** Physical Instructor

- (II) Jagat Taran School, Allahabad is organising a Career Counselling session for the students of class XI and XII of your school . Write a notice giving details of it to be displayed on your school notice board.

(Word limit-50 words.)

- (iii) You are the Secretary of Akash Flats Welfare Association, Varanasi .Write a notice to be circulated to the members of the Association, requesting them to attend a meeting to discuss about the security measures of the flats and appointment of new security guards.

(Word limit-50 words.)

- (iv) You are Anita/Anil, the Sports Secretary of Jyoti Public School, Delhi. Draft a notice in not more than 50 words for your school notice board informing the students about the sale of old sports goods of your school.

- (v) You are Babita/Biman the Secretary of the History Club of your school. Draft a notice in not more than 50 words informing the students of class IX and X about a proposed excursion to historical places of your city.