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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-

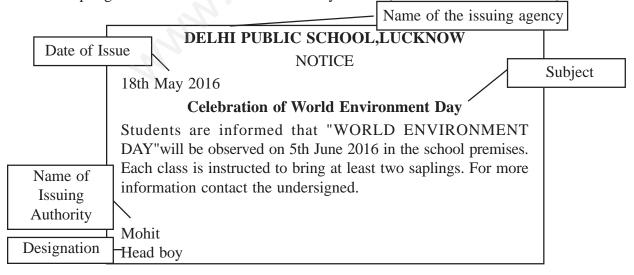
*Format-(1m)

*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.)



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ENGLISH

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.