

CLASS 9

ENGLISH LANGUAGE

NOTICE WRITING

Format of Notice Writing

Heading

Name of Event

Date

Time

Venue

For Whom ?

SAMPLE

You are the Games Captain at school. The school is organising an Inter – House Basketball Competition. Write out a notice to be put up in your school informing students about it.

DRIBBLE STARS

Inter-House Basketball Competition

On 4th July, 2020

From 9.00 a.m to 1.00 p.m.

At the Basketball Court, Welland Gouldsmith School, Patuli

Students of Classes 9 -12 who are interested to participate, as well as those who want to witness the match , can submit their names to the Games Captains of the respective Houses before 25th June ,2020.

The match schedule is as follows :

- **Hart v/s Verghese**
- **Roberts v/s Grieff**
- **The Battle – Match for the third place**
- **The Grand Finale – The final match**

WORKSHEET

Your school is organising a charity drive for the underprivileged children of the locality. Write out a notice to be put up in your school informing the students about the event and inviting them to participate in the charity drive.