

# Notice Writing

23 July 2021  
Friday

## ★ Format of Writing a Notice

Name of organisation / office issuing the Notice

Date:

Notice  
Heading  
Body of the Notice

Signature:

Name:

Designation:

Delhi public School, New Delhi  
Notice

13 April 2007

### 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 16 April 2005 at 10 am to discuss the arrangements for the fair.

Vikram

Vikram Singh

(Secretary, Science Society)

- Q The school has decided to organise a Christmas Carnival in the sports complex. The principal has asked you, as the school prefect, to write a notice about the carnival, inviting the students and teachers to participate in it. The notice should be written not more than 50 words including all the relevant details.

Academic Heights Public School, Karad

12 December 2021

### Notice

#### Organising Christmas Carnival

Dear students and staff, This is to inform that there will be a Christmas Carnival in Sports Complex. So everyone is requested to participate in various events such as dance, speech, skit and many more to make it a grand success of this programme which will be held on 24 Dec 2021.

Neha

Neha Thorat  
(School prefect)

## Informal Letter Writing

23 July 2021  
Friday

### \* Format of writing a letter

- Q You recently visited the International book fair held at Pragati Maidan, New Delhi. Throughout the fair you missed your cousin who is a bookworm just like you. So, you decide to write a letter to her sharing your experience in this year's book fair.

Bhargeet bungalow, Malkapur  
Karad, Maharashtra

→ writer's address

22 July 2021

→ Date

Dear Soha,

→ Salutation

I just returned from New Delhi after enjoying the International book fair. For the first time in my life, I had opportunity to see books on different subjects and languages catering to the tastes and requirements of different age groups. There were seminars and shows that highlighted the salient features of the publications. Since we were interested in computer and the Internet, our teacher took us to the illustrated dis-course on information technology.

→ Main body

Since the exhibition opened only after lunch, we decided to go to other places and monuments.

In short, the trip was highly entertaining and rewarding. I also purchased some good novel and research books for a better study.

Yours affectionately,  
Neha

→ Subscription