

Notice and E-mail Writing Format

Question (a) Your school is hosting an interschool debate competition. Write a notice for your school informing them of the event.	
Specimen Answer: <div style="text-align: center;"> <p><u>War of Words</u></p> <p><u>Inter-school Debate Competition</u></p> <p>on 8th December 2017</p> <p>from 9.00 a.m. to 12 noon</p> <p>at Centenary Hall, St. Hilda's School</p> <p>All pupils from Classes IX & X who wish to participate are to give their names to Mrs. T. Baker on or before 1st December 2017</p> </div>	<div style="text-align: right;"> <p>[1]</p> <p>[1]</p> <p>[½]</p> <p>[½]</p> <p>[½ + ½]</p> <p>[1]</p> </div>

The **ORDER** of information must be maintained.

If order is changed then **YOU WILL LOSE MARKS** for ALL the **WRONGLY PLACED** Info.

Catchy Heading – original and creative – **MUST NOT be MORE THAN THREE words.**

Same as given in the question

Words marked in boxes are IMPORTANT and **should be used in the same manner.**

The **VENUE** is written – **SMALL to BIG location-wise**
 There is a **comma** that separates them

Please NOTE:

- There is **NO NEED** for any additional information in the Notice.
- Check the **FORMAT** of Date and Time – **order** and **punctuation** involved.
- You will lose the entire ½ or 1 mark if more than 1 mistake is made in either of the element.

(b) Write an e-mail to the principal of a neighbouring school informing her of the event and requesting her to send a team to participate.	
Specimen Answer:	
<u>principalbluebellschool@gmail.com</u>	[½]
The word ' principal ' MUST be there in the e-mail ID. The general format of email address must be correct. All small letters.	[½]
Dear Madam,	[½]
Our school is celebrating its 50 th anniversary this year. As part of the celebrations we are hosting a series of competitions and we are beginning with 'War of Words', an inter-school debate competition.	Opening Sentence [½]
It will be held on 8 th December 2017 from 9.00 a.m. till 12 noon in the Centenary Hall of St. Hilda's School.	
Please do send your senior debate team to participate in the event.	Body [2]
The topic will be given to the participants an hour before the start of the competition. They may bring their laptops for use during the preparation time.	
We look forward to your school's participation in the competition.	[½]
Thanking you,	
Yours faithfully,	[½]
Ashish Roy	
Debating Secretary	

Learn the opening sentence as is – ONLY CHANGE THE KEY WORDS according to the question.

The body of the email contains two parts:-

A. the details mentioned in the notice as is – NOTE that the venue is again written in SMALL to BIG order location-wise.

B. additional two information regarding the event – this must be brief – as highlighted in red.

Both the closing line and the designation is important. **You MAY MEMORIZE the closing line as is.**

Designation is usually mentioned in the question. **If NOT**, you MAY write one of your own.