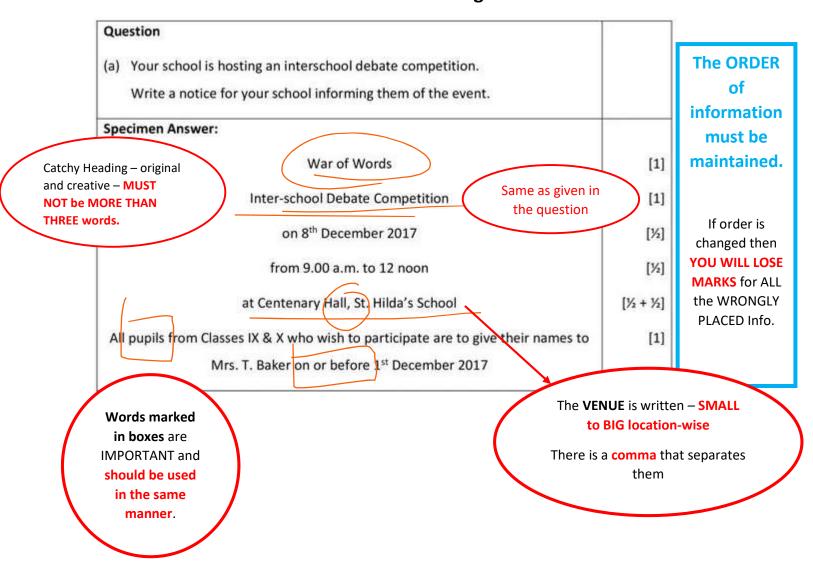
## **Notice and E-mail Writing Format**



## **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.

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

(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: principalbluebellschool@gmail.com [1/2] The word 'principal' MUST be there in the e-mail ID. The general format of [1/2] email address must be correct. All small letters. Dear Madam, [1/2] Our school is celebrating its 50th anniversary this year. As part of the celebrations Opening we are hosting a series of competitions and we are beginning with 'War of Sentence Words', an inter-school debate competition. [1/2] It will be held on 8th December 2017 from 9.00 a.m. till 12 noon in the Centenary Hall of St. Hilda's School. Body [2 Please do send your senior debate team to participate in the event. 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. [1/2] Thanking you, Yours faithfully, [1/2] Ashish Roy Both the closing line and the designation is important. You MAY MEMORIZE the closing line **Debating Secretary** as is. Designation is usually mentioned in the question.

If NOT, you MAY write one of your own.

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.