

Tender Heart School, Sector-33B, Chandigarh

Subject : English Language Class-V

Topic : Notice Writing

Good Morning Students,

In the Subject of English Language, today we will discuss about Notice Writing, the format of Notice Writing and a Sample Notice.

* Children! A notice is a formal piece of communication issued by someone to a large number of people in an institution.

* Notices are short and contain only relevant information. It is used to inform people about some event or a lost or found item.

* Important points regarding Notice Writing.

* A notice is always enclosed in a box.

* It should contain relevant (required) information.

* It must be precise.

* Writing Notices is quite easy if we keep in mind the various W's [What, When, Where etc]

* The notice also contains the date.

* Format of Notice-writing

* Creative Heading

* Name of the Item Lost

* Date on which it was lost

* Opening Line

* What, Where and When

* Target audience, Contact person to whom it should be deposited.

Children, Notice writing is quite easy if we keep in mind the various W's. For example, in the notice regarding lost, we mention:

* What has been lost. (along with the details of

* When it was lost. (lost item)

* Where it was lost.

* Topic of Notice Writing :-

You have lost your water bottle in the school, write a Notice about it.

Notice Writing

Kindly note down the given 'Notice' in your English language note book.

Lost! Lost! Lost!

Water Bottle Lost

On 5th July, 2024.

In the sports ground

Jender Heart High School Chandigarh

During Recess

Black in colour of Milton Company

With a sticker of Mickey Mouse on it

The finder is requested to deposit it with Ms. Sonam Sharma, on 8th July, 2024.