

Class - VI

Subject - English Language

Topic - Formats - Notice Writing,

Good morning students

Today we will discuss the format of 'notice' you are requested to adhere to the new formats in future to score good in the forthcoming assessments.

Students, be ready with your English Language book and notebook as during this lesson you will be taking short notes

Students, let us start with the format of Notice Writing.

### ★ Things to remember

- Creative heading needs to be central or appropriate to the question asked.
- Written in short words and phrases in separate lines.
- all the important details of the questions or notice need to be written in first first 5-6 lines of the notice.

Class - VI

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- No repetition of the content is allowed
- cannot exceed 50 words
- details need to be written in a box drawn neatly with a scale and pencil.

### FORMAT OF NOTICE WRITING

Creative Heading  
Name of the Event

Date

Time

Venue with two localities

i.e Big Basement, Tender Heart School

Maximum three lines including target audience i.e the interested students of class VI and VII can give their names to Head boy/girl or their respective class teachers on or before 24<sup>th</sup> December, 2024 (Submission Date)