

Teacher - Ms Jaswina

Class - VIISubject - English LanguageTopic - Formats - Notice Writing,
Email Writing

Good morning students

Today we will discuss the formats of notice and email writing as a part of your English Language assignment which will be sent to you on 7th February, 2022. All of 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.

Teacher - Ms Jaswinder

Class - VII

Subject - English Language

Topic - Formats - Notice Writing
Email Writing

- 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 VII and VIII can give their names to Head boy/girl or their respective class teachers on or before 24th December, 2020
(Submission Date)

Class - VII

Subject - English Language

Topic - Formats - Notice Writing
Email Writing

Students, now we will apply the format of notice writing in the sample or specimen.

- * Your school is organising an inter-school dance competition. Write a notice for your school informing the students about the event.

Put On Your Dancing Shoes
Inter-School Dance Competition
On 23rd December, 2020
from 1000 am to 4 p.m
at Big Basement, Tender Heart School

All the students who wish to participate are to give their names to Ms Isha on or before 21st December, 2020.

Students, as we have discussed the format of a notice and applied it as well

- * Now we will discuss the format of e-mail writing and then we will apply it.

Class - VII

Subject - English Language

Topic - Formats - Notice Writing
Email Writing

FORMAT OF EMAIL WRITING

To : Receiver's email address in small letters only
(You can write any name. No abc or xyz is allowed)

Subject : Brief subject - appropriate to the question asked

Salutation: (As in a formal letter) i.e.,
↓
Dear Sir,

Body of the email

- opening sentence with the name of the organiser or host or details related to the invitation
- Date, time, venue including two localities
- Request or invitation to the guest to attend a function
- Closing sentence i.e we would appreciate a line of confirmation in this regard at the earliest

Subscription (As in a formal letter)

↓
Yours truly

Name

Designation (optional if given in the question)

Class - VII

Subject - English Language

Topic - Formats - Notice Writing
Email Writing

FORMAT OF EMAIL WRITING

To : Receiver's email address in small letters only
(You can write any name. No abc or xyz is allowed)

Subject : Brief subject - appropriate to the question asked

Salutation: (As in a formal letter) i.e.,
↓
Dear Sir,

Body of the email

- opening sentence with the name of the organiser or host or details related to the invitation
- Date, time, venue including two localities
- Request or invitation to the guest to attend a function
- Closing sentence i.e. we would appreciate a line of confirmation in this regard at the earliest

Subscription (As in a formal letter)

↓
Yours truly

Name

Designation (optional if given in the question)

Class - VII

Subject - English Language

Topic - Formats - Notice Writing
Email Writing

★ Sample email

- ★ Write an email to the Principal of a neighbouring school informing him of the competition and requesting him to send a team to participate in the competition.

principalnewageschool@gmail.com
Inter-school Dance Competition

Dear Sir,

Our school is organising an Inter-School Dance Competition for the students of classes VII and VIII. It will be held on 23rd December, 2020 from 10.00 am to 4 p.m in the Big Basement of Tender Heart School. Please send a team from your school to participate in the competition.

It will be a group dance competition; with each team comprising not more than eight students. They can follow any one of the following styles - folk, classical, contemporary, salsa and hip hop.

We look forward to your school's participation in the competition.

Thanking you,

Yours truly,

Isha

Secretary Dance Club

Class - VIISubject - English LanguageTopic - Formats - Notice Writing
Email Writing

Alright students we have discussed about the formats of notice and email writing. Now on the basis of your understanding of the topic you are required to do the following notice and email in your English Language notebook as a part of your home assignment.

1. You are the Sports Secretary of your school. Write a notice requesting students an inter-school table tennis competition to be organised in the main auditorium and cheer the participants of your school.
2. Write an email to a well-known person inviting him/her to be on the panel of judges for an event in your school.

— last page —