

Notice Writing Template

Name of the School/Organisation

NOTICE

Date –

Title of the Notice

Main Body of the Notice – (The target audience for whom the notice is. Date, time, venue and all-important information that is needed)

Signature

(NAME)

Designation

Examples for Notice Writing

To help you write the perfect notice in upcoming school examinations, we have compiled a broad range of notice writing examples. These samples will help you frame your notice in the right format and teach you how to convey your message effectively.

Notice Writing Class 12 Example

Notice Writing Topic- The headboy of the ABC school wants to raise funds for poor people and improve their living conditions. Write a notice to make an appeal for generous donations.

ABC School BN Block, Shalimar Bagh

NOTICE

October 23, 2024

Appeal for Donations

The school is organising a Fundraiser for poor people to improve their living conditions. All the students and staff are requested to donate generously. You can make the contributions at the school office until 30th October 2024.

Signature

NAME _____

(Head Boy/Girl)

Notice Writing for Class 11 Example

Topic- You are Sam/Samantha, the Head Boy/Head Girl of your school. Write a notice in about 40-50 words informing students about an upcoming inter-school singing competition.

DAV Public School, Rajinder Nagar

NOTICE

November, 2024

Inter-school Singing Competition

This is to inform all students that the school is organising an inter-school singing competition. The event will be held on 20 November 2024 in the school auditorium. Interested students can submit names to their class teachers.

Samantha

Head Girl

Notice Writing for Class 10 Example

Topic- You are the Head Boy of ABC School. You have to write a notice regarding a watch found in the school playground.

ABC School BN Block, Shalimar Bagh

NOTICE

October 23, 2024

Watch Found in School Playground

This is to inform all students that a watch has been found in the school playground on 20th October 2024. It has a black strap with silver detailing. Whosoever has lost it can collect the watch from the undersigned.

Signature

NAME _____

(Head Boy/Girl)

Notice Writing for Class 9 Example

Topic- Your school is organising a cleanliness campaign. Write a notice to inform students about the same and invent the necessary details.

ABC School BN Block, Shalimar Bagh

NOTICE

October 23, 2024

Cleanliness Campaign

This is to inform all students that our school is conducting a Cleanliness Campaign on 5th November 2024 at 9:00 AM. All students from classes are requested to participate in the campaign to promote cleanliness.

Signature

NAME _____

(Head of Cleanliness Committee)

Notice Writing for Class 8 Example

Topic- You are the Head Boy/Head Girl of the school ABC. You have to write a notice to inform students about the Annual Day function.

ABC School, BN Block, Shalimar Bagh

NOTICE

October 23, 2024

Annual Day Function

This is to inform all students that our school will be celebrating the Annual Day function on 10th December 2024. It will be held at the school auditorium from 4:00 PM onwards. There will be multiple cultural performances followed by the prize distribution ceremony. Parents are also invited to attend this function with their children. Interested students can participate in the performances by registering with the cultural committee. The deadline is by 1st November 2024. For more details, contact the undersigned.

Signature

NAME _____

(Head Girl)

Notice Writing for Class 7 Example

Notice Writing Topic- The school has decided to organise a Science Fair. As the head of the Science Team, write a notice to inform the students.

ABC School, BN Block, Shalimar Bagh

NOTICE

October 23, 2024

Science Fair Announcement

This is to inform all students that the school is organising a Science Fair on 1 December 2024 in the school auditorium from 10:00 AM to 3:00 PM. All students from classes 5 to 12 are invited to participate in their scientific projects. Interested students can register with their class teachers by 29 October 2024. For further details, you can contact the undersigned.

Signature

NAME _____

(Head of Science Team)

Notice Writing for Class 6 Example

Topic- Suppose you are the principal of ABC Primary School. You have been asked to write a notice to inform students about the beginning of summer break from May 11, 2024, to June 30, 2024.

ABC Primary School

NOTICE

October 23, 2024

Summer Vacation

The school will remain closed from 11/05/2024 to 30/06/2024 for summer break. The last attendance day will be 10th May 2024. All the teachers are requested to provide students with homework and projects for the upcoming summer break. Students are requested to complete the holiday homework and submit it after the school resumes.

Signature

NAME _____

(Principal)

Note: Do not forget to keep your notice content in a box outline as per the format. Otherwise, the examiner would be liable to deduct marks accordingly.

Notice Writing Topics for Practise for Class 6-12

By now you must have understood what notice writing is, its structure, and how to write an effective notice that conveys your message in 50 to 60 words. In this section, you will find some interesting notice-writing topics to practice for upcoming examinations. Let's take a look at them.

Q1. You are the Head Girl of an ABC School. The school principal has asked you to write a notice informing students about the upcoming Inter-school Sports Competition. Invent necessary details such as the venue, date, and last date of registration.

Q2. You are Sam, the football captain of your school. Your sports teacher has asked you to put up a notice informing students about the upcoming football selection trials for classes 10th to 12th. Draft a notice in not more than 50 words mentioning all the details.

Q3. Your school has organised an art competition for all the primary and secondary classes. You have been requested as the head girl or head boy of your school to write a notice and inform students about the necessary details of the competition.

Q4. A student has submitted a wallet found in the school canteen during the lunch break. As the head boy of the school, write a notice informing students in no more than 50 words.

Q5. You are Sunaina, the head girl of R.K. Public School, Delhi. Your school is organizing a picnic on December 5 2025. Write out a notice inviting students who want to join the picnic and invent the necessary details as well.

Q6: You are Sneha/Sahil, the Cultural Secretary of APJ Public School, Dwarka. Your school is hosting an Annual Cultural Fest in January 2025. Draft a notice in 40-50 words inviting students to participate in various events such as dance, drama, and music competitions. Also include important details like the date, venue, and timings.

Q7: As the head girl/head boy of your school, write a notice informing students about a Career Fair being organised in your school in December 2024. Make it informative for students by including details like the date, time, and location.

Q8: You are the head of your school's Reading Club. Your school is organising a Book Donation Drive to promote reading among underprivileged children. Write a notice encouraging students to donate books.

Q9: Your school is organising a Blood Donation Camp on the occasion of World Blood Donor Day. Write a notice encouraging students above 18 years old and parents to donate blood for people in need.

Q10: You are the head of your school's Debate Club. Write a notice encouraging students to appear for the auditions for an upcoming Inter-School Debate Competition. Make sure to provide details about the topics, eligibility criteria, and the date of auditions.

Q11: You are Rohan/Ritika, the head of your school's Environment Club. Draft a notice in 40-50 words informing students about a Tree Plantation Drive being conducted in your school. Mention the date, time, venue, and any other relevant details.

