

Notice Writing

1. As the Science Club Coordinator, write a notice announcing a workshop on "Making Simple Robots" for classes 6-8. Include details about registration fees, limited seats, and materials provided.
2. You are the Sports Captain. Write a notice about postponement of the Inter-House Cricket Tournament due to unexpected rainfall and ground conditions. Include the rescheduled dates.
3. As the Head Boy/Girl, write a notice informing students about a change in school timings during winter months (December-January). Include the new schedule and reasons for change.
4. You're the Art Club President. Write a notice calling for entries for a District Level Drawing Competition on the theme "Unity in Diversity." Include categories, materials needed, and submission deadlines.
5. As the School Health Club Coordinator, write a notice about a free dental check-up camp being organized in the school premises. Include registration process and required documents.
6. You are the Literary Club Secretary. Write a notice announcing an Inter-House Story Writing Competition in Hindi and English. Include word limits, themes, and submission guidelines.
7. As the School Canteen Committee Head, write a notice informing students about the introduction of new healthy food items in the canteen menu and revised prices.
8. You're the Environment Club Secretary. Write a notice about a tree plantation drive in collaboration with the local municipality. Include participation details and what students should bring.

9. As the Music Club Coordinator, write a notice calling for auditions for the school band. Mention instrument requirements, experience level needed, and rehearsal commitments.
10. You are the School Transport In-charge. Write a notice about changes in bus routes and timings due to ongoing road construction. Include temporary pickup/drop points.
11. As the Computer Club President, write a notice about a Web Design Competition for classes 9-12. Include software requirements, themes, and judging criteria.
12. You're the Drama Club Secretary. Write a notice calling for participants for the Annual Inter-School Drama Festival. Include audition details and rehearsal schedule.
13. As the Mathematics Club Coordinator, write a notice about a "Fun with Numbers" workshop being conducted by a visiting professor. Include registration process and materials needed.
14. You are the School Discipline Committee Head. Write a notice about new rules regarding the use of mobile phones in school premises.
15. As the Library Monitor, write a notice announcing the annual book fair in school. Include dates, special discounts for students, and payment methods accepted.
16. You're the Photography Club President. Write a notice about a photography exhibition and competition themed "My City, My Pride." Include submission formats and exhibition details.
17. As the School Wellness Committee Head, write a notice about a yoga and meditation workshop for stress management during exams. Include session timings and what to bring.

18. You are the Career Counseling Cell Coordinator. Write a notice about a career guidance seminar for class 10 students and their parents. Include guest speakers and registration details.

19. As the Student Council Secretary, write a notice calling for volunteers for the upcoming school carnival. Include different areas where help is needed and volunteer requirements.

20. You're the School Magazine Editor. Write a notice inviting articles, poems, and artwork for the annual school magazine. Include submission guidelines and themes.

Remember to follow these guidelines while solving each scenario:

1. Start with a clear heading that includes your school name

2. Write "NOTICE" prominently

3. Include the current date

4. Give a specific title to the notice

5. Include all essential information in the body:

- What is happening?

- When is it happening?

- Where is it taking place?

- Who can participate?

- How to participate?

- Any special requirements or conditions?

6. End with your name and designation

7. Keep the language formal and precise

8. Limit the body to 50-60 words

9. Use proper formatting and spacing

10. Place all content within a box