


# Notice Writing 12th Class: Format, Examples, Exercises and Pdf

Education, Notice Writing / By M.S. Yadav / 19 May 2022

## NOTICE


Sardar Patel Vidyalaya, Delhi  
22nd, September, 20xx Change in School Timings  
All students are hereby notified of a change in school hours beginning October 1st, 20xx. The school day will now begin at 9 a.m. and end at 3 p.m. Winters have become increasingly severe in recent years, making it difficult to start early due to extreme cold weather and dense fog. As a result, these new times will be followed until further notice.

**Principal**



**RLE MISSION**

Regards,  
*M.S. Yadav*



## Learn Together

A notice is written or printed information or news announcement. Notices are either prominently displayed or published in newspapers, school bulletin boards, and magazines. It is only meant for a small number of people. Because it contains a formal announcement or information, the tone and style of the notice are formal and factual. Its

language should be simple and formal. Notices are always brief and direct. I will try my best to explain notice writing for the 12th class, its' format, examples, exercises and pdf.

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## Important Instructions for Writing a Notice

- **The maximum word limit is 50. Don't cross the word limit to avoid penalty.**
- **Write a Notice on the top.**
- **Always Include the name and address of the school, organisation, or office that is issuing the notice or written in the question paper.**
- **Always provide a suitable Heading.**
- **Mention the date when the notice was sent.**
- **Highlight the name to whom the notice is written.**
- **What is the purpose of the notice?**
- **Don't forget to include all relevant information like date, venue and time.**
- **Notice must include the signature, name, and designation of the person issuing the notice.**
- **Write the notice into a box.**

**Try to answer the following questions;**

- **Who is organising the event?**
- **What is the subject of notice?**
- **Where is the venue of camp?**
- **Who is the target group/person for notice writing?**
- **When it is going to be organised?**
- **What will be the time?**
- **What is the purpose of notice?**
- **What is the last date of response/submission?**
- **What is to be awarded?**
- **Who is chief guest?**
- **What is the name and designation of person of contact?**

## **Structure of Notice: CBSE/HBSE 12th Class**

**Write the notice into a box.**

**Let us take an example of notice and will try to answer the following questions and develop the notice:**

**Question1. : The Principal, G.S.S.S. Model Town, Rohtak, is going to organise a blood donation camp at school auditorium on 15th August, at 10 A.M., on the occasion of Independence Day to help the needy people. Write a notice for the newspaper column,requesting about the maximum participation in the blood donation camp.**

**Notice: After reading the question on the question paper, answer the following questions. Notice the automatic formation of notice:**

**1.Who is organising the event?**

**Ans. The Principal, G.S.S.S. , Model Town, Rohtak**

**2. What is the subject of notice?**

Ans. Is organising a blood donation camp.

**3. Where is the venue of camp?**

Ans: Venue of the camp is school's auditorium.

**4. Who is the target group/person for notice writing?**

Ans. All interested people who want to help the needy.

**5. When it is going to be organised?**

Ans: It is going to be organised on 15th August.

**6. What will be the time?**

Ans. Time: 10 A.M.

**7. What is the purpose of notice?**

Ans: To help the needy people in hospitals.

**8. What is the last date of response/submission?**

Ans. Interested volunteers may contact the Principal by 14 August

**9. What is to be awarded?**

ans. Refreshment and certificates will be provided to the donors.

**10. What is the name and designation of person of contact?**

Ans. For more information

Contact: The Principal

G.S.S.S., Model Town

Rohtak

M: 121212121

**Format of Notice:**

**of the Issuing Body/Authority**

**Name**

**NOTICE**

**Issue/Date of Release of the Notice**

**Date of**

**Title/Subject of the Notice**

**BODY OF THE NOTICE**

**(ORGANISER/PLACE/VENUE/DURATION/DATE/TIME)**

**Contact Person**

**(Name, Designation and Signature)**

**Solution of writing a notice with the technique of questions and answers methods**

## **Notice**

**G.S.S.S., Model Town, Rohtak, is organising a blood donation camp in the school auditorium on the occasion of Independence Day, August 15th, at 10 a.m. Those who want to donate blood to help the needy are most welcome. Donating blood is pious work and it may save the life of someone. Milk and fruits will be provided in the camp. Blood donors will receive a certificate from the Red Cross Society. Interested volunteers and donors may contact:**

**The Principal**

**XYZ**

**Note: This is how you can frame questions in your mind and then write the notice**

**On the occasion of Independence Day, 15th August, at 10 a.m., G.S.S.S., Model Town, Rohtak, is organising a blood donation camp in the school Auditorium. Those who wish to donate blood in order to assist those in need are most welcome. Donating blood is a noble act that may save someone's life. The camp will provide milk and fruits. The Red Cross Society will issue a certificate to blood donors. Volunteers and donors who are interested should contact:**

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**The Principal**

**XYZ**

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## **Notice Writing: Previous Years CBSE/HBSE Examination Questions**

### **Class 12 Question 1.**

As Principal of Sardar Patel Vidyalaya, Delhi, draft notice in not more than 50 words informing students of the change in school timings with effect from the 1st of October. State valid reasons for the change.

**Answer:**

**Notice**

**Sardar Patel Vidyalaya, Delhi**

**22nd, September, 2022**

**Change in School Timings**

**All students are hereby notified of a change in school hours beginning October 1st, 2022. The school day will now begin at 9 a.m. and end at 3 p.m. Winters have become increasingly severe in**

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recent years, making it difficult to start early due to extreme cold weather and dense fog. As a result, these new times will be followed until further notice. Principal

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**Class 12 Question 2.**

You are Secretary of the History Club of Vidya Mandir School. Draft a notice in not more than 50 words informing students of a proposed visit to some important historical sites in your city.

Answer:

**Notice**

**Vidya Mandir School**

**History Club**

**22nd March, 2009**

**Visit Historical Sites**

**Members of the club are officially notified that an educational trip to several significant historical places in our city is likely to take place between September 28 and September 30. Interested members are expected to pay? 550 (including transportation and food) to the**

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**signatories by the 25th of September, during the zero times.Secretary**

**History Club**

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**Class 12 Question 3.**

As Sports Secretary of G.D.G. Public School, Pune, draft notice in not more than 50 words for your school notice board informing the students about the sale of old sports goods of your school. You are Rohini/Rohit. ( 2010)

Answer:

**Notice**

**G.D.G. Public School**

**Pune**

**29th July, 2010**

**Sale of Old Spoils Goods**

**Students are hereby notified that our school will hold a sale of its old sports equipment, such as cricket bats, badminton & lawn team**

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**rackets, footballs, cricket & football gear, and so on, in the Manager Room on 21 August, 2010. Those interested in purchasing these should go to the P.E. Room during their free periods or recess time on the designated date.**Rohit

**Sports Secretary.**

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Examples Question 4.

You have found an expensive geometry box in the school playground. Draft a notice in not more than 50 words for the school notice board. You are Rekha, Class XII, Angel School, Faridabad. (2010)

Answer:

## **Notice**

**Angel School, Faridabad**

**31st March, 2010**

### **Found A Geometry Box**

**Have found a blue-coloured 'Faber-Castle' Geometry Box in the school playground during the 5th period yesterday. Owner may please contact the undersigned in her class between the 5th and the 6th periods.**

**Rekha**

**XII-C**

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Question 5.

You are Shivam/Srinidhi of D.P. Public School, Nagpur. As Student Editor of your school magazine, draft notice in not more than 50 words for your school notice board inviting article sketches from students of all classes. ( 2011)

Answer:

## **Notice**

**D.P. Public School, Nagpur**

**Submit your Articles and Sketches**

**Last date of submission is 28th March**

**Students of all classes are hereby invited to submit their articles and sketches for the school magazine to the undersigned latest by the 28th of March in Room No. 5 during the 4th period. Make sure that your articles are neat and legible and your sketches are clearly drawn. Srinidhi**

**Editor**

**School Magazine**

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Question 6.

You are Secretary of Gymkhana Club, Rohtak. Write a notice in not more than 50 words informing the members to attend an

an extraordinary meeting of the governing body. Include details like date, time, venue etc. Sign as Mohan/Reena.

Answer:

**Notice**

**Gymkhana Club, Rohtak**

**Extraordinary Meeting of Governing Body**

**22nd December, 2022**

**All members of the governing body of the Gymkhana Club are hereby requested to attend an extraordinary meeting on 22nd December, 2022 at 4 p.m. in the Club Conference Room to discuss how to revise the Club's Policy for defaulter members for long outstanding dues.**

**Mohan/Reena**

**Secretary**

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Question 7.

You are Scout Master/Guide Captain of K.R. Sagar Public School, Bhiwani. You have decided to send a troop of scouts and guides of your school to the Jamboree to be held at Manali for a week. Draft a notice in not more than 50 words to be placed on the school notice board inviting the names of those scouts and guides who are interested to participate in the Jamboree. Mention the necessary details.

Answer:

### **Notice**

**K.R. Public School, Bhiwani**

**Jamboree at Manali**

**5th March, 2022**

**All the members of scouts and guides of the school are hereby informed that a seven days Jamboree is to be organised at Manali w.e.f. 5th March, 2022. Participants members are informed to give their names to the undersigned. Members are also asked to keep their kit ready for the camp.**

**Scouts Master**

**XYZ**

Question 8.

Your school has planned an excursion to Lonavala near Mumbai during the autumn holidays. Write a notice in not more than 50 words for your school notice board, giving detailed information and inviting the names of those who are desirous to join. Sign as Samita/Ram, Head Boy/Head Girl, D.V. English School, Thane, Mumbai.



Answer:

## **Notice**

**D.V. English School**

**Thane, Mumbai**

**22nd December, 2010**

**Our school is organising a four days excursion tour to Lonavala hill station during the Autum Break from 15th to 18th October. There will be activities such as trekking, mountain biking, nature walks during the excursion trip. each student has to deposit 4000 rupees. Interested students may give their names by 9th October and deposit the required money. Deposit the permission letter from parents to the undersigned.**

**Samita**

**Head Girl**

**Class 12th A**

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Question 9.

You lost your Titan wrist-watch in your school. Draft a notice, in not more than 50 words, to be placed on your school notice board. You are a student of Class XII of Rani Ahalya Devi Senior Secondary School, Gwalior. Sign as Rani/Ram.

**Answer:**

**Notice**

**Rani Ahalya Devi Senior Secondary School Gwalior**

**Lost Wrist Watch**

**5th August, 2020**

**Lost a Titan wrist-watch with black strap, white dial in the school playground during the 5th period yesterday. If anyone finds it, please contact the undersigned . Finder will be rewarded with a treat in the school canteen.**

**Ram/Rani**

**XII-B**

Question 10.

As Student Editor, draft notice in not more than 50 words for your school notice board inviting articles from the students for your school magazine. You are Mohit/Rupini of Vasant Vihar School, Pune. ( 2012)

**Answer:**

**Notice**

**Vasant Vihar School**

**Pune**

**Articles are invited for School Magazine**

**5th August, 2012**

**The school is going to print school magazine. Students are hereby informed to submit their articles for the school magazine 'Vasant Annual Magazine' latest by the 10th of July, 2012. Articles should be**

**neat and printed on A4 size paper with the name, class and section of the student. Please submit your articles to the undersigned in Room no. 9 during the recess time.**

**Rupini/Mohit**

**Student Editor**

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