

Notice Writing Exercises, Format [CBSE Class 12 English](#) (Core) is part of the writing skills of question no. 3. Notice Writing Exercises, CBSE Class 12 English (Core), will assist you in preparing for Class 12 question no. 3. Notice Writing Exercises, CBSE Class 12 English (Core), will assist you in preparing for Class 12. The Ultimate Notice Writing Solutions for Class 12 English has also provided the pdf to read offline.

A notice is written or printed information or a news announcement. Messages are conveyed through letters, email, and notice. 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.

This article on Notice Writing Exercises, Format, CBSE Class 12 English (Core) will provide you with important instructions for writing a good notice, the format, and examples and exercises from the previous years' question papers.

The Ultimate Notice Writing Solutions for Class 12 English

## Important Instructions for [Writing a Notice](#) for CBSE Class 12 English(Core)

- Don't cross the word limit of 50 to avoid a 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.

## Answer the following questions to Write a Notice for CBSE Class 12 English(Core)

- Who is organizing the event?
- What is the subject of notice?
- Where is the venue of the camp?
- Who is the target group/person for notice writing?
- When it is going to be organized?
- 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 the chief guest?
- What is the name and designation of the person of contact?

## Notice Writing Format for CBSE Class 12 English(Core)

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| <p><b>NOTICE</b></p> <p><b>Name of the Issuing Body/Authority</b></p> <p><b>Date of Issue/Date of Release of the Notice</b></p> <p>March 21, 2023</p> <p><b>Title/Subject of the Notice</b></p> <p><b>BODY OF THE NOTICE</b></p> <p>Contents of the notice:</p> <p><b>(ORGANISER/PLACE/VENUE/DURATION/DATE/TIME)</b></p> <p><b>Contact Person</b></p> <p><b>(Signature)</b></p> <p><b>(Name, Designation, and Signature)</b></p> |
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## Structure of Notice Writing for CBSE Class 12 English(Core)

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:

## Notice Writing: Structure of Blood Donation Camp

**Question 1: You visited PGIMS Rohtak and found that there was a shortage of blood for accidental cases. After that, you decided to organize a blood donation camp on your school's campus to help the needy at PGIMS Rohtak. Therefore, as a principal of G.S.S.S. Model Town, Rohtak, you decided to organize a blood donation camp at the school auditorium on August 15 at 10 a.m. on the occasion of Independence Day to help the needy. Write a notice for the newspaper column asking as many people as possible to come to the blood drive.**

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

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

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

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

Ans. Is organizing a blood donation camp.

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

Ans: The venue of the camp is the 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 organized?**

Ans: It is going to be organized 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. Refreshments and certificates will be provided to the donors.

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

Ans. For more information

Contact: The Principal

G.S.S.S., Model Town

Rohtak

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**ReadLearnExcel CBSE SureShot Questions Class 12 English(Core)  
2022-2023: Most Important 15 Examples of [Notice Writing](#)**

**Notice Writing: Previous Years CBSE Examination Questions**

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**Question 1: You visited PGIMS Rohtak and found that there was a shortage of blood for accidental cases. After that, you decided to organize a blood donation camp on your school's campus to help the needy at PGIMS Rohtak. Therefore, as a principal of G.S.S.S. Model Town, Rohtak, you decided to organize a blood donation camp at the school auditorium on August 15 at 10 a.m. on the occasion of Independence Day to help the needy. Write a notice for the newspaper column asking as many people as possible to come to the blood drive.**

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**Notice Writing Class 12: Blood Donation Camp**

**Answer:**

**Notice**

**BLOOD DONATION CAMP**

The principal of G.S.S.S., Model Town, Rohtak, is organizing a blood donation camp. The venue of the camp is the school's auditorium. All interested people who want to help the needy will be organized on August 15. Time: 10 a.m. to help needy people in PGIMS Rohtak. Interested

volunteers may contact the principal by August 14. Refreshments and certificates will be provided to the donors. For more information, contact:

The Principal

G.S.S.S., Model Town

Rohtak

### **The Ultimate Notice Writing Solutions for Class 12 English**

**Question 2. Winter has arrived, and students are experiencing severe cold and fog. Therefore, as a principal, you have decided to change the school schedule. As principal of Sardar Patel Vidyalaya, Delhi, draught a notice of no more than 50 words informing students of the change in school timings with effect from the 1st of December. State the valid reasons for the change.**

### **Notice Writing Format Class 12: Change in School Timings**

**Answer:**

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| <p style="text-align: center;"><b>Notice</b></p> <p style="text-align: center;"><b>Change in School Timings</b></p> <p>March 25, 20xx</p> <p>Sardar Patel Vidyalaya, Delhi 22nd, November, 2022 Change in School Timings. All students and teachers are hereby notified of a change in school hours beginning December 1st, 2022. 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.</p> <p><b>Principal</b></p> |
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**Question 3: You are John, the President of the school book club. The club is organising a drive for promoting reuse of study materials and books. Draft a notice in about 50 words, for the school notice board, addressing students , informing them about this drive and urging them to contribute to the endeavour. Mention how the donated books would benefit a charitable cause.**

**Ans.**

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## Notice Writing: [Promotion of Reusing Study Materials and Books](#)

**Save Paper! Save Trees! Participate in Promotion of Reusing Study Materials and Books!**

March 20, 20xx

The D.P.S. Public School is organising a drive to promote the reuse of study materials and books on Haryana Day at 10 a.m. in the school library. The students who want to donate their used books can participate in the drive by using second-hand books to save paper and thus trees. Interested students may contact the undersigned for further information.

John

President,

Book Club

**Notice Writing Exercises, Format CBSE Class 12 English(Core)**

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**Question 4: Asthe House Captain of A.B.M Public School, Telangana, draft a notice in not more than 50 words for the school notice board, informing House members from X-XII about the change in topic and submission dates for Round 1 of 'Discovery' – the upcoming Inter House Reasearch-based Paper Presentation Competition. Do not forget to issue an apology for the above. You are Kruthika Reddy.**

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**Answer:**

**The Ultimate Notice Writing Solutions for Class 12 English: [Revised Schedule for Paper Presentation Competition](#)**

**Revised Schedule for Paper Presentation Competition**

We regret to inform the house members of class X-XII that the topic and dates of submission for Round 1 of "Discovery," the interhouse research-based paper presentation competition, have been changed due to some unavoidable circumstances. The revised schedule and topic will be communicated to all the members in due course. We are extremely sorry for the inconvenience you faced. For more information, contact:

House Captain

Asthe House

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**Question 5. 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:**

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| <p style="text-align: center;"><b>Notice</b></p> <p style="text-align: center;"><b>Educational Trip</b></p> <p>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 signatories by the 25th of September, during the zero times.</p> <p>Secretary</p> <p>History Club</p> |
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### **The Ultimate Notice Writing Solutions for Class 12 English: Sale of Sports Goods**

**Question 6. You school's sports store is full of old sports materials and the management has decided to sell the old sports items. As Sports Secretary of G.D.G. Public School, Pune, draft a 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

### Sale of Old Sports Equipment

G.D.G. Public School Pune 29th July 2010 Sale of Old and Spoils sports Goods. Students are hereby notified that our school will hold a sale of its old sports equipment, such as cricket bats, badminton & lawn tennis rackets, footballs, cricket & football gear, and so on, in the Manager Room on 21 August, 2023. Those interested in purchasing these sports goods should go to the P.E. Room during their free periods or recess time on the designated date.

Rohit

Sports Secretary.

**Question 7: Children's Day is observed every year on November 14 to commemorate the birth anniversary of India's first prime minister, Pandit Jawaharlal Nehru. Your school is going to celebrate Children's Day in the school. Write a notice informing students about the details of the Children's Day.**

**Answer:**

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### Notice Writing Example: [Children's Day Celebration](#)

#### Children's Day Celebration

Our school is celebrating Children's Day on November 14 at 10 a.m. in the school. Students are invited to participate in the Children's Day celebrations. There will be painting, poster-making, and speech-writing on Children's Day. Students can give their names to their class instructors. The D.E.O., Jhajjar, is going to be the chief guest on this occasion. For more information, contact:

The Principal

**Question 8. 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, 2023 Found A Geometry Box Have found a blue-colored 'Faber-Castle' Geometry Box in the school playground during the 5th period yesterday. The owner may please contact the undersigned in her class between the 5th and the 6th periods. Rekha XII-C

### Notice Writing Example: [Diwali Celebration](#)

**Question 9: Diwali 2022 is on October 24, 2022. You are a student of Class 12 at G.S.S.S. Dadri Toye(Jhajjar). Your school wants to celebrate Diwali in the school on October 22, 2022. Write a notice for the school notice board informing the students about the programme.**

**Answer:**

#### Notice Board

#### Diwali Celebration

Our school is going to celebrate Diwali on October 23, 2022, at 10 a.m. in the school auditorium. The principal has asked me to organise the Diwali Festival for students and teachers. There will be a rangoli competition, a poster-making competition, a speech, and a sweet distribution programme. The D.E.O. Jhajjar will be the chief guest on this occasion. Interested students who want to participate may give their names to the class in charge. For more information, contact the undersigned:

Ritesh

Head Boy

### Notice Writing Class 12: Inviting Articles for School Magazine

**Question 10. 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 that and your sketches are drawn. Srinidhi Editor School Magazine

### Notice Writing Class 12: Attend a Meeting

**Question 11. You are Secretary of Gymkhana Club, Rohtak. Write a notice in not more than 50 words informing the members to attend 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

### Notice Writing Class 12: Celebrating Gandhi Jayanti in School

**Question 12. Schools and colleges held functions on Gandhi Jayanti to remember our great personalities. Your school wants to celebrate Mahatma Gandhi Jayanti and Lal Bahadur Shastri Jayanti 2022 in the school. Write a notice for the school notice board informing the students about the details of the programme.**

**Answer:**



**Notice**

**Mahatma Gandhi Jayanti and Lal Bahadur Shastri Jayanti 2022**

The school is going to commemorate the birthdays of Mahatma Gandhi and Lal Bahadur Shastri on October 2, 2022, in the school auditorium at 10 a.m. The students of all classes are invited to participate in different programmes. There will be poster making, speech writing, and painting competitions. D.E.O. Jhajjar will be the chief guest at the function. Interested students may contact the class in charge for more details.

Contact

The Principal

### Notice Writing Class 12: One Week Jamboree Programme

**Question 13. 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 organized 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 kits ready for the camp. Scouts Master XYZ**

### Notice Writing Class 12: An Excursion to Lonavala

**Question 14. 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 organizing a four days excursion tour to Lonavala hill station during the Autumn 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 the parents to the undersigned. Samita Head Girl Class 12th A**

### Notice Writing Class 12: Lost of Watch

**Question 15. You lost your Titan wristwatch 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 wristwatch with a black strap, and 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

**Notice Writing Class 12: School is Closed due Covid-19**

**Question 16.**

**Due to a sudden outbreak of Covid-19, D.P.S. Public School will be closed till the situation of Corona improved. As Principal of that school, draft notice in not more than 50 words to be displayed at the school main gate notice board.**

**Answer:**

**Notice**

**School is Closed due Covid-19**

March 19, 2020

Students and parents are hereby notified that the school will remain closed from today until further notice due to the outbreak of COVID-19. Parents are advised to be careful as the number of Corona cases is increasing every day. Remain at home with your kids. For further information, call the principal.

The Principal

**Notice Writing Class 12: Charity Show to Help Food Victims**

**Question 17.**

**Due to heavy rains in Assam, the situation is critical, and people are forced to leave their houses as they are collapsing. Your school has decided to organise a charity show to help the flood victims of the recent Assam floods. Write a notice giving details of the program, like the venue, ticket price, chief attraction, date, and time of the charity show. (All India 2013)**

**Answer:**

**Notice**

## Charity Show to Help Food Victims

March 25, 2023

D.A.V. Public School is organising a charity show on March 31, 2023, at 5 p.m. to help the flood victims of Assam, as the people of Assam have lost their houses due to floods. Mr. Amitabh Bachhan is going to be the chief guest of the charity show. Students are encouraged to attend the charity show and donate generously to help the needy. The entry ticket is 500 rupees. For more information,

Contact

The principal

### Notice Writing Exercises, Format CBSE Class 12 English(Core)

### Notice Writing Class 12: Charity Show to Help Cancer Patients

#### Question 18.

**You are Amar/Amrita, Secretary, Cultural Club, Aryamba Public School, Kochi. A charity show has been arranged in your school in aid of cancer patients. Write a notice to be displayed on the school notice board informing the students of the show and asking them to cooperate and make it a success. Draft the notice in about 50 words giving all necessary details. ( Delhi 2015)**

#### Answer:

### Notice

### Charity Show to Cancer Patients

March 25, 2023

Aryamba Public School, Kochi. is organising a charity show on March 31, 2023, at 5 p.m. to help the Cancer Patients. Mr. Amitabh Bachhan is going to be the chief guest of the charity show. Students are encouraged to attend the charity show and donate generously to help the needy. The entry ticket is 500 rupees. For more information,

Contact

**Amar/Amrita**

**Secretary, Cultural Club**

## Notice Writing Class 12: Suspension of Water Supply

### Question 19.

Water supply will be suspended for eight hours (10 am to 6 pm) on 6th of March for cleaning of the water tank. Write a notice in about 50 words advising the residents to store water for a day. You are Karan Kumar/Karuna Bajaj, Secretary, Janata Group Housing Society, Palam Vihar, Kurnool. (Delhi 2016)

### Answer:

#### Notice

#### Suspension of Water Supply

March 04, 2023

The residents of the Janata Group Housing Society, Palam Vihar, Kurnool, are informed that the water supply will be suspended for eight hours on March 6 between 10 a.m. and 6 p.m. due to the cleaning of water tanks in the area. Hence, the residents are advised to store water for a day to avoid any problems. For more information, contact

Karan Kumar

Secretary

Janata Group Housing Society

## Notice Writing Class 12: Week-Long Cleanliness Programme on Gandhi Jayanti

### Question 20.

You are the Program Officer of the N.S.S. Wing of the Public School, Ram Bagh, Delhi. The N.S.S. has decided to start a week-long cleanliness programme on Gandhiji Jayanti as the country is celebrating Azadi Ka Amrit Mahotsav around the school. Draft a notice in about 50 words asking the Class XI students to enroll for the drive.

### Answer:

#### Notice

#### Week-Long Cleanliness Programme on Gandhi Jayanti

The N.S.S. Wing of the Public School, Ram Bagh, Delhi, is organising a cleanliness programme near the school on October 2, Gandhiji Jayanti, and India is also celebrating its Azadi Ka Mahotsav. The camp will be organised on the school's campus. Class XI students are hereby informed that they may participate in the camp. Lunch and dinner will be available for the participants.

For more information, contact

Program Officer

### **Notice Writing Class 12: Fancy Dress Show on the theme Cultural Diversity of India**

#### **Question 21.**

**RJ Public School is located in a Central Government employees residential colony. Cultural Society of the school has decided to organise a fancy dress show on 25th of January in which each participant will wear the dress particular to their region. The aim is to show the cultural diversity of India. As Secretary write a notice in about 50 words inviting the names of those who want to participate. (Delhi 2017)**

#### **Answer:**

#### **Notice**

#### **Fancy Dress Show on the theme Cultural Diversity of India**

January 20, 2017

RJ Public School is organising a fancy dress show at the residential colony for Central Government employees on the 25th of January to show the cultural diversity of India. Participants of this show are advised to wear the dress of their area to show the cultural diversity of India. Interested participants can contact the undersigned:

Cultural Secretary

### **Notice Writing Class 12: Road Safety Awareness Programme**

#### **Question 22.**

**The Principal, Sunshine Public School, Dindigul has invited the Inspector of Police (Traffic) to deliver a lecture on 'Road Safety' in her school. Draft a notice in about 50 words informing the students to assemble in the school auditorium. (All India 2017)**



**Answer:**

**Notice**

**Road Safety Awareness Programme**

March 25, 2023

The Sunshine Public School in Dindigul has invited the Inspector of Police (Traffic) to deliver a lecture on road safety in the school's auditorium on March 31, 2023, at 10 a.m. The students of all the classes are hereby informed to assemble in the auditorium for the road safety presentation.

For more information, contact:

The principal

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**Notice Writing Class 12: Holiday on November 2 due to Election**

**Question 23.**

**The Panchyat election is going to be on November 2, 2022, in the Jhajjar district. The Election Commission of Haryana has declared holidays in December in lieu of the election. You are the principal of G.S.S.S. Dadri Toye. Write a notice for your school notice board informing students about the holiday on November 2.**

**Answer:**

**Notice**

**Holiday on November 2 due to Election**

The Panchyat election is going to be on November 2, 2022, in Jhajjar in the first phase. There are two booths in the G.S.S.S. Dadri Toye building. All students and teachers should know that the school will be closed on November 2 because of the election.

The Principal

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**Notice Writing: One Week N.S.S. Camp**

**Question 24.**

**The N.S.S. Jhajjar is going to conduct a district level N.S.S. camp at the L.A. Senior Secondary School, Jhajjar on November 21, 2022. You are the Program Officer of the G.S.S.S. Dadri Toye. Inform any interested Class 12 students about the one-week camp. Write a notice for your school notice board informing the students about the N.S.S. Camp.**

**Answer:**

### **Notice**

#### **One Week N.S.S. Camp**

November 15, 2022.

The N.S.S. Jhajjar is going to conduct a district-level N.S.S. camp at the L.A. Senior Secondary School, Jhajjar, on November 21, 2022. The camp will be conducted from November 21 to November 27, 2022. Interested students from Class 12 are encouraged to give their names to the programme officer by November 18. Lodging and boarding will be provided by the L.A. Senior Secondary School, Jhajjar. For more information, contact the undersigned at:

Ashish Kumar

Programme Officer

G.S.S.S. Dadri Toye.

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### **Notice Writing: Reading Promotion Month**

#### **Question 25.**

**The Education Department is celebrating "Reading Promotion Month" in schools from November 14 through November 19, 2022. You are the district project coordinator( DPC) for Jhajjar. Write a notice informing the principals and teachers to celebrate "Reading Promotion Month" in their schools.**

**Answer:**

### **Notice**

#### **"Reading Promotion Month"**

November 10, 2022.

Reading is the most important skill that students must learn to excel in their studies. Therefore, The Education Department is celebrating "Reading Promotion Month" in schools from November 14 through November 19, 2022. All Principals and teachers are informed to celebrate the "Reading Promotion Month" in their schools. For more information contact:

DPC

Jhajjar

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### **Notice Writing: "National Voters Day", January 25, 2023**

#### **Question 26:**

District Election Office, Jhajjar, is celebrating the 13th "National Voters Day" on January 25, 2023. You are the principal of G.S.S.S. Dadri Toye, Jhajjar. Write a notice for the school notice board informing the students about "National Voters Day" and different competitions to be held at the district level.

#### **Answer:**

The District Election Office, Jhajjar, is celebrating the 13th "National Voters Day" on January 25, 2023. The "National Voters Day" theme is "Making Elections Inclusive, Accessible, and Participative." This day will feature poster making, essay writing, declamation, and quizzing competitions. Interested students should contact their teachers during recess.

The Principal

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### **Notice Writing: The NMMS Exam on November 20, 2022**

#### **Question 27:**

The NMMS Exam is going to be held on November 20, 2022, at different centres in Jhajjar. Students from your school are appearing in the NMMS Exams. You are the principal of your school. Write a notice of not more than 50 words informing students about the details of the examination.

**Answer:**

### Notice

#### The NMMS Exam on November 20, 2022

The NMMS Exam is going to be held on November 20, 2022, at different centres in Jhajjar. Participants are advised to arrive at their examination centres on time. Carry your admission card. The students are to go on their own for the examination. All the best for the NMMS Exam. For more information, contact:

The Principal

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#### Related Articles on Notice Writing:

- [28. Notice Writing: 75th Azadi Ka Amrit Mahotsav](#)
- [29. Notice Writing: Environmental Day](#)
- [30. 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.](#)
- [31. 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](#)
- [Notice Writing 12th Class: Format, Examples, Exercises and Pdf](#)

### ReadLearnExcel Conclusion on Notice Writing

ReadLearnExcel concludes that we have provided the best solution to the notice-writing assignment for class 12 English. I hope that you will get a question on notice-writing from the above examples. If you have any further questions about the notice writing, please leave them in the comment section below.