

[Writing Notices](#) from the Class 12 English BSEH Exam Papers will help the students of Class 12 English (Core) understand the definition, important instructions, and structure of notices. Writing Notices from [Class 12 English BSEH Exam Papers](#) will be in section B of writing skills and will provide the solution to the most important writing notices questions from previous years' exam papers.

After doing "Writing Notices from Class 12 English BSEH Exam Papers," students will excel in their final exams in 2023 of Class 12. You are free to download a PDF of all solved and unsolved notice [writing](#) examples from the article, "Writing Notices from Class 12 English BSEH Exam Papers." This article is designed as per the new guidelines set by BSEH for the session 2022-2023 of class 12 English (core).

## **Define Notice Writing and its characteristics.**

**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.**

## **Important Instructions for Writing a Notice**

- **The maximum word limit is 50. Don't cross the word limit 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**

- **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?

## Format for Notice Writing

**Name of the Issuing Body/Authority**

**NOTICE**

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

**Title/Subject of the Notice**

**BODY OF THE NOTICE**

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

**Contact Person**

**(Name, Designation, and Signature)**

## Related Article on Notice Writing:

- [Notice Writing 12th Class: Format, Examples, Exercises and Pdf](#)

## Writing Notices from Class 12 English BSEH Exam Papers

### Writing Notices from Class 12 English BSEH Exam Paper 2017

Let us solve the most expected notice writing questions from Class 12 English(core) 2017 BSEH exam paper:

**Q.1. You are sports secretary of your school. Your school is holding a summer camp for training students in cricket. Write a notice for the students in not more than 50 words. [Set A 2017]**

**Answer:**

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**Cricket Training Camp**

Govt. Girls Senior Secondary, Birohar( Jhajjar) is organising a summer camp for the training of the students in cricket at the school's cricket ground from June 5, 2023. The school will arrange for the participants' boarding and food at no cost. Interested students can contact the undersigned for more information.

Rashmi

Sports Secretary

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**Question.2. A youth festival is being organized at your school. As cultural secretary of club invite names of those who would like to participate in this youth festival.[2017 Set B]**

**Answer:**

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**Commemoration of Youth Festival**

The Cultural Club of Govt. Senior Secondary, Jhajjar, is organising a youth festival on March 22, 2023, in the school's auditorium at 10 a.m. There will be different cultural programmes at the Youth Festival. Interested students who want to participate in the Youth Festival may contact the undersigned:

Cultural Secretary

Piyush

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**Question.3. Write a notice for your school notice board about the annual sport meet to be held in your school in the coming week.[2017 Set C]**

**Answer:**

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### Annual Sports Meet

The Sports Club of Govt. Senior Secondary, Dadri Toye, is organising a Sports Meet on March 22, 2023, in the school's playground at 10 a.m. There will be different sports activities in the sports meet. Interested students who want to participate in the Sports Meet may contact the undersigned:

Sports Secretary

Vineet

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## Template: Notice Writing of Blood Donation Camp

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

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### Template: Notice Writing

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

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

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

Ans. Is organizing a blood donation camp.

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

Ans: The venue of the camp is the school's auditorium.

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

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

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

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

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

Ans. Time: 10 A.M.

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

Ans: To help the needy people in hospitals.

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

Ans. Interested volunteers may contact the Principal by 14 August

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

Ans. Refreshments and certificates will be provided to the donors.

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**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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**Question.4. Draft a notice for school notice board inviting students to donate blood at the Blood Donation camp being held in your school by the District Red Cross Society.[HBSE 2017 Set D]**

**Answer:**

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### **Blood Donation Camp**

The District Red Cross Society, Jhajjar, is organising a blood donation at the school's auditorium on August 15, 2023, at 10 a.m. People who want to help those in need by donating blood can come forward. 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

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## **Writing Notices from Class 12 English BSEH Exam Paper 2018**

**Question.5. As student editor, draft a notice in not more than 50 words for your school notice board inviting articles from the students for your school magazine. You are Paras/Priyanka of Govt. Senior Secondary School, Hisar.[BSEH 2018 SET A]**

**Question.6. You are Sports Secretary of Govt. Senior Secondary School, Panchkula. Draft a notice in not more than 50 words for the school notice board asking the students to give their names for participation in various events likely to be held on the Annual Sports Day of your school. Sign as Suman/Suresh.[BSEH 2018 SET B]**

**Answer:**

Check Your Knowledge of writing notice

**Note: Check Q. No. 3**

**Question.7. Draft a notice informing students of classes XI - XII about a poster making competition. Invent all necessary details. You are Sonia,**

**President, Art Club, Model Senior Secondary School, Jhajjar. [BSEH 2018 SET C]**

**Answer:**

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### **Poster Making Competition**

The Art Club of Model Senior Secondary School, Jhajjar, is organising a poster-making competition in the school's auditorium on March 6, 2023, at 10 a.m. Interested students who want to participate in the poster-making competition can give their names to their class instructors. For more information, contact:

Sonia

President

Art Club

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**Question.8. You are Secretary of the History club of Vidya Mandir, Kurukshetra. Draft a notice in not more than 50 words informing students of a proposed visit to some important historical sites in your city. Invent the details. Sign as Neha/Naveen. [BSEH 2018 SET D]**

## **Notice Writing: BSEH Question Paper Class 12 English 2019**

**Question. 9. The Residents' Welfare Association, Model Town, Narnaul is organising a 'Diwali Fete' in the locality. As the President of the Association, draft a notice in not more than 50 words informing the residents about the same. Give other essential detail too. [BSEH 2019 SET A]**

**Similar Notice writing on Diwali:**

Question: 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.

**Question. 10. Avni/Ankit, a student of class XII has found a wallet in the school playground. In addition to cash, it contains some receipts. Write a notice for the school notice board inviting the rightful owner to claim it after giving detail of the wallet and its contents. [BSEH 2019 SET B]**

**Answer:**

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**Found A Purse**

I found a leather purse in the school playground. It's a brown colour and has some receipts and money in it. The rightful owner is asked to collect the purse by proving ownership. Prove ownership by giving the details to the founder. The owner can contact the undersigned at:

Ankit

Class 12 C

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**Related Notice Writing on Lost and Found:**

- [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. \(2010\)](#)
- [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.](#)

**Question. 11. On the occasion of World Book Day, the school has decided to organise a Book Fair. Vishaka/Vishnu, the secretary of the Book Club, wants to call a meeting of the office bearers of the club to discuss the arrangements for the fair. Write a notice in not more than 50 words. [BSEH 2019 SET C]**

**Answer:**

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**Notice: Meeting to Organise a Book Fair**



Govt. Girls Senior Secondary, Jhajjar, is organising a book fair on World Book Day, April 23, 2023, in the school auditorium at 10 a.m. The office bearers of Book Club are hereby informed to be there in the principal's office to discuss details of the book fair on April 20, 2023. For more information, contact:

Vishaka

Secretary

Book Club

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**Question. 12. You are Pranali Khanna, a Secretary of Board of School Education, of your State. Write a notice in not more than 50 words informing various schools about the Teachers' Training Program across the country. Include all the relevant details. [BSEH 2019 SET D]**

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**Notice on Teacher Training Programme**

The Board of School Education, Bhiwani, is organising a training programme on "quality education" all over India through an online web program. The training programme will last for three days, beginning March 5, 2023. Interested teachers can register for the training programme on the boards' website by March 1, 2023. For details, visit the boards' website.

Pranali Khanna

Secretary

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## **Notices Writing: Class 12 English BSEH Exam Papers 2020**

**Question. 13. Your pet dog is missing. Write out a suitable notice in not more than 50 words for the "Lost and Found" column of a local newspaper. [BSEH 2020 SET A]**

**Answer:**

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**"Lost and Found"**

Since previous night, a brown German Shepherd with a red collar has been missing from the Sector-6 neighbourhood of Jhajjar. He goes by the name Rockey. Because he is a kind dog who won't cause any harm, the founder may get in touch with the owner at the mobile number 4584785.

The Owner

XYZ

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**Question. 14. You are working for an advertising agency. Draft an advertisement for a Company which is launching a Herbal Toothpaste. Imagine details. [BSEH 2020 SET B]**

**Answer:**

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### **Launching A Brand New Herbal Toothpaste**

#### **Safe and White Teeth! New Launch!**

Patanjali India Pvt. Ltd., Haridwar, the first Ayurvedic company, is launching a new herbal toothpaste named "Dant Kanti" with different flavors. Assured safety and freshness; no smell in the mouth; and saves from germs. packed in three sizes.

The special offer is for first-time buyers! Special Discount for Members of Patanjali Stores!

Hurry! Limited offer!

Visit Your Nearby Patanjali Stores

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**Question. 15. You have found a purse in the school/college campus. Put up a notice about that on the 'Lost and Found' board of the school/college. [BSEH 2020 SET C]**

**Answer:**

**Check the answer of Question No. 10.**

**Question. 16. You are the Secretary of the NSS unit of your school. Write a notice for the school notice board, inviting volunteers for an NSS camp. [BSEH 2020 SET D][2021]**

### Notice

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#### Volunteers For NSS Camp.

Dear Students

You are hereby informed that our school is holding an NSS one-day camp on April 10, 2023, from 10 a.m. to 4 p.m. Students of classes 9 and 11 who want to become volunteers can contact the NSS Program Officer, Sh. Ashish Kadian, by April 15, 2023.

Secretary

NSS Wing

Govt. Senior Secondary, Dadri Toye(Jhajjar)

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## Notices Writing: BSEH Question Paper 2021 for Class 12 English

**Question. 17. [You lost your watch in the School Campus. Write a notice for the School Lost and Found Notice-board giving details of your lost watch.](#) [BSEH 2021]**

### Related Articles on Notice Writing:

- [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.](#)
- [Your school wants to celebrate Dussehra in the school on October 5. Write a notice for the school notice board giving the details of the programme.](#)
- [You are a student of class 12 at GSSS Rewari and your school wants to organize Haryana Veer Saheedi Diwas on September 23 in the school. Write a notice for the school notice board to inform them about the details of the Rao Tula Ram Jayanti.](#)

- You are a student in class 12. Your school wants to celebrate Teachers' Day on September 5, 2022. Write a notice about the details of Teachers' Day 2022 and put it on the bulletin board at your school.