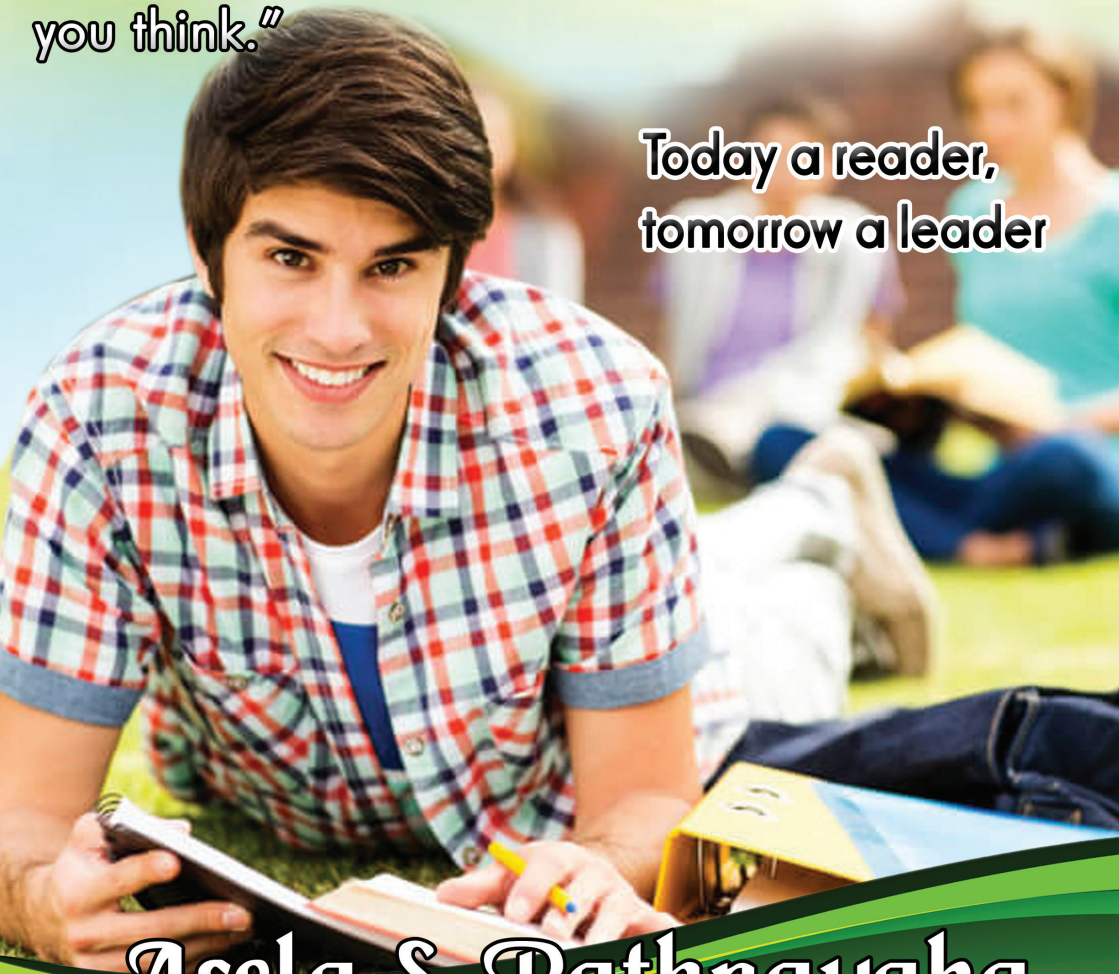
Notice Writing

English Lab
BRIGHT WAY TO YOUR FUTURE

" Think before you speak. Read before you think."

Today a reader, tomorrow a leader



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Notice Writing

There should be the information of a Notice for these questions.

1. what
2. where
3. when
4. at what time
5. why
6. who organizes
7. who is invited
8. chief guest
9. special events

Useful vocabulary items for writing notices.

1. Meeting
2. Members
3. Chief guest
4. Secretary
5. Purpose
6. Exhibition
7. Workshop
8. Literary
9. Association
10. Science club
11. Shramadana campaign
12. Annual
13. Sportmeet
14. Debate
15. Prize giving
16. Main hall
17. Auditorium
18. Director of education
19. Organizing committee
20. Community hall



Important phrases.

1. All students are invited for this occasion.
2. Well wishes are warmly welcomed there
3. The teachers and students are cordially invited for this occasion.
4. The teachers and students are kindly invited.
5. The grade 10 students' parents are quested to be present.
6. We cordially invite you to join with us.
7. The purpose of this is to celebrate the National Environment Day.

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Design a notice for the school notice board informing grade 11 students about the cultural festival and inviting them to take part in the events.

Imagine that you as the president of your school literary association has organized a Shramadana campaign to clean the temple premises. Design a notice for the village notice board inviting villagers to take part in the campaign with instruments for cleaning.

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Imagine that you are the head prefect of your school. You have decided to have a meeting to discuss about the Vesak festival this year. Design a notice to the school notice board informing all the prefects to participate the meeting.

You have organized an educational exhibition in your school. Design a notice inviting the students to present their creations in the exhibition.

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You have organized a lecture on "How to prevent from dengue fever" by the doctor of your village hospital Mr. Perera. Design a notice to be displayed on the village notice board informing all the villagers to participate the event.

The Home Science Unit of your school has organized a Food Fair to raise funds for the college home science unit. Write a suitable notice to announce this. Include date , time ,
venue and the types of food available for sale.

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You are the secretary of the young photographers' club in your school and the members have organized an exhibition at the term end. Your teacher wants you to write a notice to be put up on the school notice board inviting the teachers and the students to see the exhibition. Use around 40-50 words.

Include
- date, time, venue
- who the chief guest is
- exhibits, photos on wild life, birds, waterfalls etc.

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You are the secretary of The Environment Society of Ranpokunagama Maha Vidyalaya. The members have organized a Tree Planting Campaign around the college ground to celebrate the National Environment Day. Your teacher wants you to write a notice to be put up on the school notice board inviting the teachers and the students to join with this. Use around 40-50 words.

Include - date, time, venue
- who the chief guest etc.

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Your class teacher has decided to hold a parents' meeting to discuss about the trip of grade 9 students. As you are the monitor in your class, make a notice to display in school's notice board.

Your school has decided to hold a Drama Competition to select the best drama of the year in your school. As you are the head prefect, Notice this message to your students and teacher to present a drama.

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You are planning to form 'A drama club' in your school. Prepare a notice to be put on the school notice board, calling all students from grade 9 upwards for a meeting to form the club.

You are Roy Senenviratne, Head Prefect of Nugawela Central College. Your school is organizing a dance competition. Write a notice for your school notice board and invite names of interested students.

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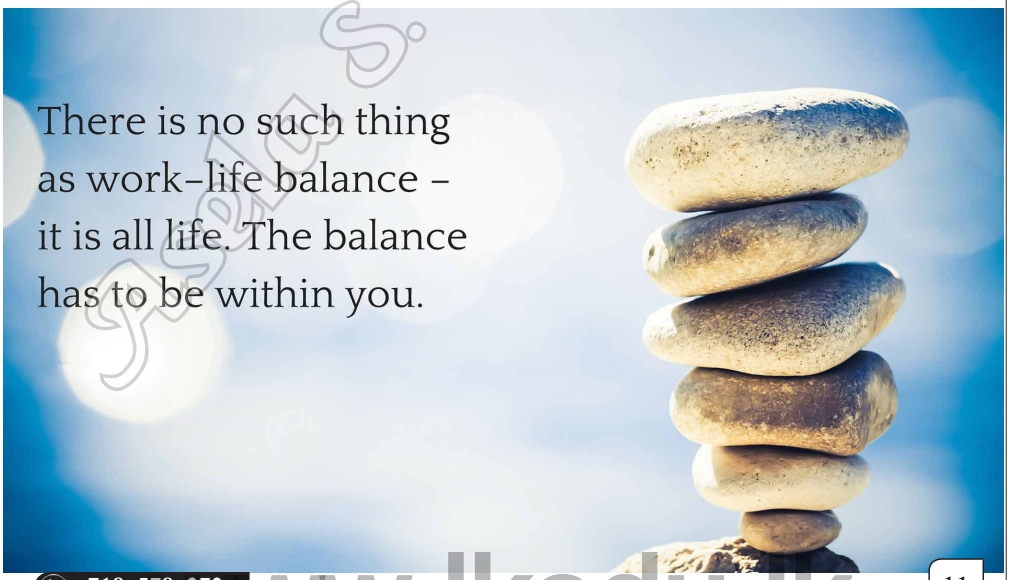
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You have organized a lecture on "How to prevent from dengue fever" by the doctor of your village hospital Mr. Perera. . Design a notice to be displayed on the village notice board informing all the villagers to participate the event.

you are Himasha, head Prefect of Dharmapala Girls College. Your school is publishing annual magazine next month. Write a notice for your school notice board and invite write ups from the student.

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you are secretary of D.S. Senananyake library. There are changes in membership fees and book rental charges from next month. Write a notice for library notice board to provide all these information to the members.



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