ANNOUNCEMENT

What is Announcement??



Announcement is something spoken / written or printed to let one know what has happened or (more

Part of Announcement (Generic Structure)

1. The title or type of event
2. Date or time, place
3. Contact person

Extracurricular Activities ⟶ Title or type of event
Announcement

To all first grade Students, please join one of these extracurricular activities:

Swimming: Every Friday: 15.00-16.30 at Pancasila Swimming Pool
Music: Every Saturday: 12.30-14.00 at school convention hall
Tae Kwon Do: Every Wednesday: 16.00-18.00 at gymnasium
} Date or Time, Place

See your class counselor for registration ⟶ Contact Person

Principal
Mr. Enes-A

Some points to be considered in announcing

- Be Straightforward
- Be brief, inviting, and to the point.
- Be clear and complete
- Be direct (no-nonsense statement) If the announcement is about bad news

LIVEWORKSHEETS

Exercise !!!

Hi, Guys!

Our neighborhood will hold Fund Raising activity next month. It is intended to help victims of the landslide which happened yesterday. Everyone who interested in this activity, please join us. You are also invited to donate your used clothes. If you have any questions, please feel free to contact Mrs. Maryam as chief program coordinator at her house from 07,00 a.m. – 03.00 p.m. Monday to Friday.

Choose the right answer !!

1. What is the announcement about?

a. A neighborhood activity
b. Fund Raising activity
c. Mrs. Maryam's program
d. Victims of landslide
e. Used clothes donation

2. Where can Mrs. Maryam accept her neighbors' questions?

a. At her house
b. At the committee office
c. At her office
d. At landslide area
e. At the neighborhood

LIVEWORKSHEETS

3. If you have any question, please feel free to contact Mrs. Maryam. This sentence has the same meaning as...

a. You are not charged if you contact Mrs. Maryam

b. Mrs. Maryam will give question freely

c. Mrs. Maryam is always ready to ask your question

d. Mrs. Maryam has questions to ask

e. Mrs. Maryam is always ready to give information you need

2.

ANNOUNCEMENT

The school drama club is going to organize the "Sangkuriang" cast audition.
For those who are interested in joining the audition, please come to our office on Monday, 4 August at 2 p.m. To register.
The followings are the requirements
Your latest photograph of postcard size (2)
The register form (get it in the office)
The audition will be held on Sunday, 10 August, at 9 a.m.
The list of selected candidates will be announced in a week.
We do appreciate your participation.

Thank you,
The Committee

p.s: no charge for the registration form

LIVEWORKSHEETS

Choose the Correct statement!

a. The school drama club is holding a drama competition
b. The school drama club is holding an auditionfor recruiting new members
c. The school drama club is holding a selection for cast in a drama

a. The audition will be held on August, 17
b. The audition will be held on August, 10
c. The audition will be held on August, 4

a. The audition will be held at 2 p.m.
b. The audition will be held at 9 p.m.
c. The audition will be held at 9 a.m.

a. The list of selected candidate will be announced a week after August, 4
b. The list of selected candidate will be announced a week after August, 10
c. The list of selected candidate will be announced a week after August, 17

a. To register, they should buy the registration form at the drama club office
b. To register, they can get the registration form for free at the drama club office
c. To register, they do not need to fill the registration form

LIVEWORKSHEETS

Please make the announcement of the situations below!

1. You are the captain of a basketball club. On Saturday, the basketball matches will run from 09.00 to 11.00 a.m. If the students need more information, they can contact Andre. What would you write?

2. You are the owner of a store. A customer has lost her son in the sporting goods section. The boy is wearing a blue and white sweater shirt, and tan pants. He is also wearing a black and white baseball cap. What would you say?

Determine the part of the announcement !



LIVEWORKSHEETS

Please make the announcement of the situations below!

3. You are the captain of a basketball club. On Saturday, the basketball matches will run from 09.00 to 11.00 a.m. If the students need more information, they can contact Andre. What would you write?

4. You are the owner of a store. A customer has lost her son in the sporting goods section. The boy is wearing a blue and white sweater shirt, and tan pants. He is also wearing a black and white baseball cap. What would you say?

Determine the part of the announcement !



LIVEWORKSHEETS