Notice Writing

You are the Head boy/girl of your school. Your school is organizing remedial classes for students of classes IX-XII before school hours. Write a notice for the school notice board informing students about this programme. Convert it into an e-mail informing parents about the same from the Principal.

_____

Extra Classes for Students of classes IX-XII

from _____

on _____

in Respective Classes

Students of _____who scored less than 60% in the first terminal examination have to compulsorily attend the Remedial Classes. _____ contact the Head boy/girl.

Write a notice informing class teachers of a school about their meeting with the Disciplinary Department to discuss the ways to make sure that the students follow the dress code.

MEETING OF CLASS TEACHERS WITH THE DISCIPLINARY DEPARTMENT

Discussion on _____

Date : _____

_____:_____

Venue : _____

_____ are requested to attend the meeting. Please contact the Head of Disciplinary Department for further details.

LIVEWORKSHEETS