

Write an announcement for a new club at your school. The club can be for any free-time activity. In your announcement, include this information:

- where you meet
- when you meet
- what you do
- how you can get more information

AN ANNOUNCEMENT

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Style: Use short, clear sentences. Make the announcement easy, fast and interesting to read. Use imperatives to tell people what to do or what not to do, e.g. *Come!* *Don't sit there!* Use exclamation marks.

Start: Begin with a short question to get people interested, e.g. *Do you like ...?*, *Are you mad about ...?*

End: Use *For more information, call/* contact/visit our website ...

Content: Say what the club or event is that you are announcing. Include all the practical information that a reader needs to know.

