



NOTICE WRITING

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Format:

Heading: Must be appropriate to the event (Not Notice) 1 mark

Name of event: War with Words (Inter-School Debate) 1 mark

Date: 1/2 mark

Time: 1/2 mark

Venue: (Hall/Auditorium + Location) 1/2 + 1/2 mark

e.g. Sandra Hall; St Lawrence School

For Whom? Details of Target Audience, invitees, etc. 1 mark

e.g. All pupils from Class 8 to 10 are eligible to participate.

Your school is hosting an inter-school debate competition.
Write a notice for your school informing them of the event.

War of Words

Inter-school Debate Competition
on 8th August 2019
from 9.00 a.m. to 12 noon
at Centenary Hall, St. Hilda's School

All pupils from Classes IX & X who wish to participate are to give
their names to

Mrs T. Baker on or before 1st August 2019

You are the President of a children's club in your locality.
You and your team are planning to organise a programme to
celebrate Teachers' Day.
Write a notice, to be put up in the local Supermarket, giving
details of the programme to create an awareness of the
event.

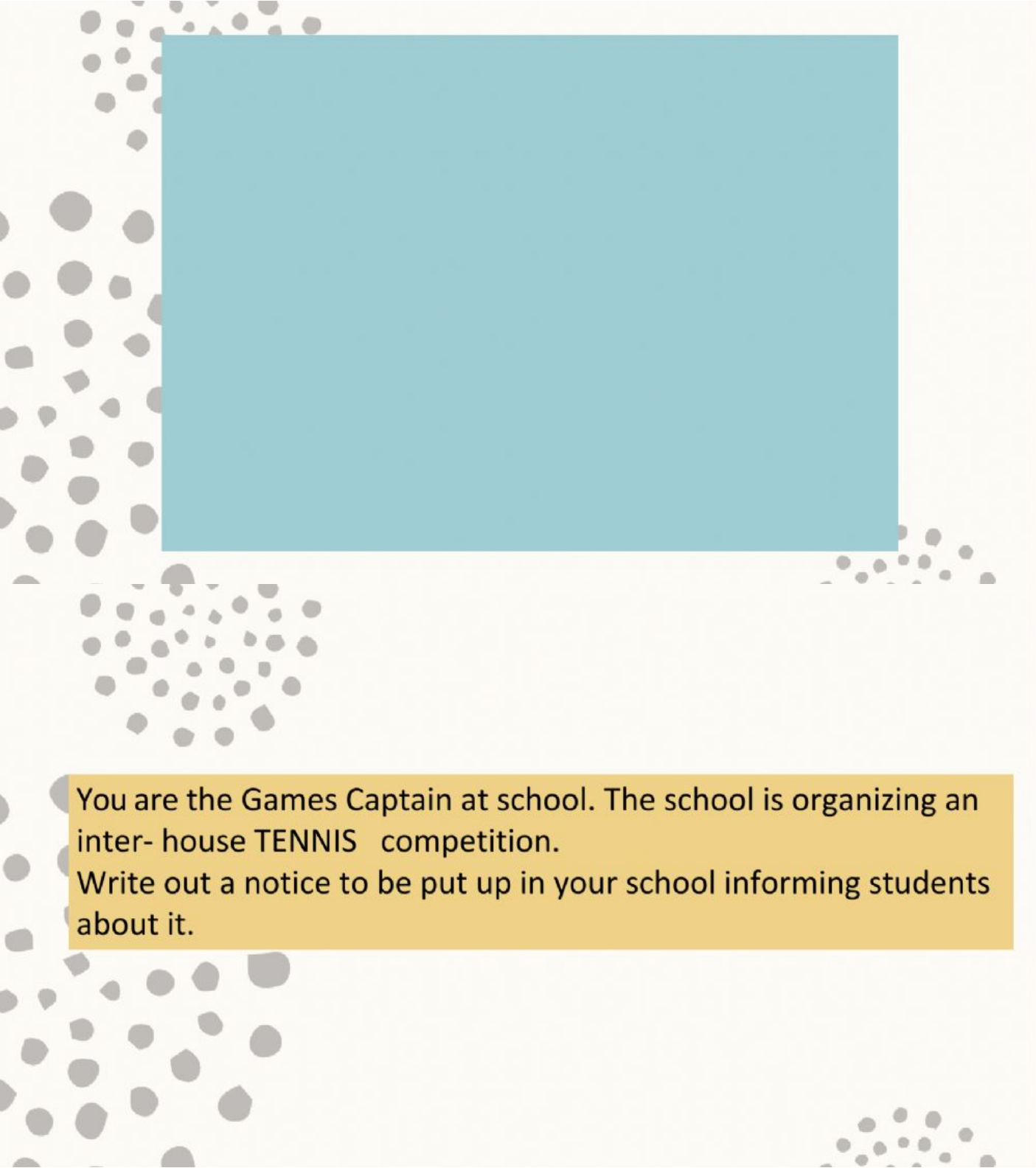
Thank you, Teacher!

on 5th September
from

All teachers who are residents

You are the Games Captain at school. The school is organizing an inter- house SWIMMING competition.

Write out a notice to be put up in your school informing students about it.



You are the Games Captain at school. The school is organizing an inter- house TENNIS competition.
Write out a notice to be put up in your school informing students about it.

