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.

LIVEWORKSHEETS

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