

Name: _____ Date: _____

Year 6: Composition Writing-Notice

A: Watch the video of writing a notice.

B: Format Notice

<p style="text-align: center;">Name of Institution / Organisation</p> <p style="text-align: center;">Notice</p> <p>Date : <i>date /month /year</i> <i>E.g. - 1 October ,2019</i></p> <p style="text-align: center;">Heading</p> <p style="text-align: center;">Body / Content</p> <p>Signature Name Designation (means post of person)</p>

B. Fill in the blanks.

25 June 2020	their names	before
information	contact	Notice
Singing Competition	Chong Pei En	Musical Society

SJK C Pay Chee

Inter-School _____

The school is going to have 10th Inter-school Singing Competition for classes 12 - 15th July, 2020. The students who are interested to take part may submit _____ for the contest to Miss Gan Ru Yi _____ 10th July, 2020. For more _____ please _____ Mr. Han Zhan Chou.

Chong Pei En

Secretary

C. Please **copy the notice** above in a piece of A4 paper and put it in your file.