

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Year 6: Composition Writing-Notice

A: Watch the video of writing a notice.

B: Format Notice

<p style="text-align: center;"><b>Name of Institution / Organisation Notice</b></p> <p><b>Date : date /month /year</b> <i>E.g. - 1 October ,2019</i></p> <p style="text-align: center;"><b>Heading</b> <b>Body / Content</b></p>  <p><b>Signature</b> <b>Name</b> <b>Designation (<i>means post of person</i>)</b></p>
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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 10<sup>th</sup> Inter-school Singing Competition for classes 12 - 15<sup>th</sup> July, 2020. The students who are interested to take part may submit \_\_\_\_\_ for the contest to Miss Gan Ru Yi \_\_\_\_\_ 10<sup>th</sup> 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.