

## Notice

Most commonly the notices are used to inform something to persons who are in the some places or institutes. It may be various purposes. However a notice should be contained the following points,

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1. What is it a about?.....
2. Date.....
3. Time.....
4. Venue.....
5. Purpose.....
6. Events.....
7. The person who writes.....

### **Model Notices-**

Notice

We have planned to have a cultural festival on 5<sup>th</sup> December 2014 at 10.00a.m. in the school main hall. The purpose of it is promoting unity and customs among the people.

You are well come.

Principal :- .....

Date :- .....  
.....  
Teacher in charge  
(Organizing Committee)

Notice

We have planned to have a cultural festival to promote unity and customs among the people.

Date:- on 5<sup>th</sup> December 2014  
Time:- at 10.00a.m  
Venue:- in the school main hall

You are well come.

Principal :- .....

Date :- .....  
.....  
Teacher in charge  
(Organizing Committee)

**Notice**

For all members of the Nature club of A/ Sumangala Vidyalaya in the school Auditorium. During the Interval period at 10.45 a.m. on 15<sup>th</sup> November 2014.

The Section Head Mr. J.M.S Weerasingha will conduct the meeting.

Principal :- .....

Date :- .....

.....

The Secretary  
(Nature Club)

*Prize giving ceremony of Central collage of Kekirawa – 2014*

Dear students / parents,

We are glade to inform you that we are going to have a grand prize giving ceremony this year. We request all of you to be present at the ceremony.

Here are the details of the ceremony.

Date:- 4<sup>th</sup> December 2014

Time :- 9.30 a.m. on wards

Venue:-at the School Auditorium

Chief guest:- Senior Lecture Dr. S.L.D. Gangodathanna

We welcome all of you.

Be sure to be there.

Principal :- .....

Date :- .....

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Teacher in charge  
(Organizing Committee)

Key tenses:-

➤ We have organized to have.....

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➤ Grade 11 student/ Literary Association of Sumangala Collage has organized / planned to have a.....

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➤ All members of Literary Association are well come.

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➤ All members should be seated before 10.30 a.m.

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Exercises :\_

1. Write out a notice to be put up on your school Notice Board about an all island Educational Tour organized by the students union. Use about 50 words. Include the following points:-
  - Who can join
  - Important places to visit
  - Date of travel & date of return.
  - How much money should each student pay.
  - Letter of consent from the parents or guardian.
2. You are the secretary of the Science Association of your school. Write out a notice to be put up on your school Notice Board announcing a special general meeting to discuss about the science exhibition to be held in your school use about 50 words.
3. Write out a notice to be put up in a public place about a blood donation camp to be held in your school. Use about 50 words. Include the following points.
  - State the venue date and time.
  - Say who can participate age limit etc.
  - Give a motto about service to mankind.
  - State the usefulness of donating blood.
4. You are resting in your room because you are ill and you do not want any interruption. Write a notice you would put on the door of your room.
5. Write a notice to inform the students of grade 11 that there will be a lecture from 12 noon to 1.00 p.m. on the “Protection from Stray animals”.
6. Write a Notice to be exhibited on your school notice board. Make use of the information given below.
  - a. Special meeting – Scouts Association of Rahula Vidyalaya.
  - b. Date – Saturday 12<sup>th</sup> April 2015
  - c. Purpose – Cleaning programme of ward No 17 of the Rural Hospital Eppawala.
  - d. Venue – Scout room.
  - e. Proposed date – vesak Full Moon day, 14<sup>th</sup> May 2015
  - f. Writer – Group leader, Diamond Group.

## Invitation

Today in the modern world cards are very common. People use cards to say ‘congratulations. Sorry, Thank you’. The most common is the wedding invitation card. People invite others for different occasions using Invitation cards.

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- Birthday cards
- Greeting cards
- Vesak cards
- Wedding cards

*Models:-* 1. House warming ceremony

Invitation

House warming ceremony  
Mr. & Mrs. Rathnayaka.  
Request the pleasure of company of  
Mr./ Mrs./ Miss. ....

And family  
On the occasion of their  
House warming  
On Monday the 4<sup>th</sup> December 2014  
From 8.30 a.m. to 10.30 a.m.

No 17  
Main Street.  
Eppawal

TP:- 0776328278

Invitation

We are cordially invite Mr. / Mrs. ....to attend to the annual meeting of Literary Association.

Of Central Collage of Anuradhapura  
On 12<sup>th</sup> November 2014  
At 1.30 p.m.  
In the school Auditorium  
Mr.Dilum Kothalawala will be the Chief guest

Date :- 5<sup>th</sup> November 2014

.....  
Secretary

➤ *Sometimes invitation are written as letter of invitation.*

Secretary,  
Environmental Brigade,  
A / Central collage,  
Eppawala.  
25<sup>th</sup> October 2014.

Dear Sir,

Invitation

We the students of grade 11 has started an Environmental Brigade. The first meeting will be held on 3<sup>rd</sup> November 2014. You are kindly invited for the above meeting we hope you will kindly accept our invitation. We look forward for a favourable reply.

Thank you,

Yours faithfully.

.....

Secretary

Exercises:-

1. Write a letter to the medical officer of Health in your area inviting him/her for a talk in your school on 'Dengue Menace'
2. Write an inviting letter to the nearest school using following details  
Function – Annual Concert  
Time – 9.00a.m. to 3.00 p.m.  
Date – 05<sup>th</sup> December 2014  
Invited participants - a group of students to perform an item  
Confirmation – before 15<sup>th</sup> November  
Written by – Secretary Aesthetic Literary Association Gampaha Maha Vidyalaya TP- 2351025
3. Write a letter to the secretary of Ruk Reka Ganno organization inviting him/her for a workshop in your school on 'Protecting our trees'.
4. Draft the invitation to be sent to all the parents and pupils about Teen Entertainment which you are going to hold. Give necessary information date. Time, place, and events for the day.