

# INTERNATIONAL INDIAN SCHOOL BURAIDAH

## ENGLISH WORKSHEET FOR THE ACADEMIC YEAR 2026-27

CLASS: XII

TOPIC: NOTICE WRITING

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### Notice Writing

A **notice** is a formal, brief piece of writing used to inform a large group of people about an event, activity, or important information. It is usually displayed on notice boards in schools, offices, or organizations.

### Format of Notice Writing (Class 12)

Follow this standard format:

1. **Name of the Organization / School** (in capital letters)
2. **NOTICE** (centered, in capital letters)
3. **Date**
4. **Heading / Title** (what the notice is about)
5. **Body** (details in 40–50 words: What, When, Where, Who, Contact)
6. **Signature** (Name)
7. **Designation**

### Key Points to Remember

- Word limit: **40–50 words**
- Use **formal language**
- Be **clear and concise**
- Avoid unnecessary details
- Use **passive voice** where suitable

### GREENWOOD SCHOOL NOTICE

**Date:** 7 April 20XX

### Eco Club Meeting

All Eco Club members are hereby informed that a meeting will be held on 5 May 2026 at 11:00 a.m. in Room No. 12 to discuss upcoming activities. Attendance is compulsory.

**Rahul Mehta**  
(Secretary, Eco Club)

**ABC SENIOR SECONDARY SCHOOL  
NOTICE**

**Date:** 5 May 20XX

**Annual Cultural Fest**

Students are informed that the Annual Cultural Fest will be held on 15 May 2026 in the school auditorium at 9:00 a.m. Interested participants may register their names with the undersigned by 10 May 2026.

**Riya Sharma**  
(Cultural Secretary)

**DELHI PUBLIC SCHOOL**

**NOTICE**

**Date:** 1 May 2026

**Basketball Team Trials**

Students interested in joining the school basketball team are informed that trials will be held on 7 May 2026 at 4:00 p.m. on the school grounds. Bring sports kit.

**Arjun Singh**  
(Sports Captain)

**Practice Questions**

Try writing notices for the following:

1. Your school is organizing a **science exhibition**. Write a notice inviting students to participate.
2. You found a **wallet** in the school library. Write a notice.
3. Write a notice about a **holiday due to heavy rain**.
4. Your school is conducting **online classes due to exams**. Inform students.
5. You are the head boy/girl. Write a notice for a **cleanliness drive**.