

Notice

- There should be a heading proclaiming the subject of the notice.
- Date of issue of notice.
- Salutation and invitation.
- Designation of the notice issuing authority.
- Date, time, venue and programme details if the notice is about an elaborate programme.
- If the notice is about an advertisement, the programme details are not relevant.

Q 1: *The movie club of your school conducts a film festival as part of the silver jubilee celebrations of your school. You are, being the secretary of the club, asked to prepare a notice. Prepare it.*

FILM FESTIVAL - 2017

03.10.2017

Dear Friends,

The movie club of GHSS, Kochi has decided to conduct a film festival as part of the silver jubilee celebrations of the school. Sri. Adoor Gopalakrishnan, renowned film director inaugurates the festival.

Secretary,
Movie Club.

Date : 13.10.2017

Time: 10 am

Venue: School Auditorium.

All are welcome.

Programme Details

Welcome Speech:	Secretary, Movie Club
Presidential Address:	PTA President
Inauguration:	Sri. Adoor Gopalakrishnan
Felicitations:	Principal
Vote of Thanks:	School leader.

Q 2: The English Club of your school decides to stage the play 'The Book that Saved the Earth'. You, being the Secretary of the club, was asked to prepare a notice for the programme. Prepare the likely notice.

NOTICE Kairali English School, Kozhikkode	
Dear friends, The English Club of our school has decided to stage the very famous humourous play The Book that Saved the Earth as part of the club's anniversary programmes. All are welcome!	
Date:	Wednesday, 20 Dec 2017
Time:	2:00PM
Venue:	School Auditorium.
Secretary, The English Club.	Kozhikkode 13 Dec 2017

Q 3: Alfred Hitchcock was in need of a large number of trained ravens for his film named 'Birds'. Notices were placed in press all over the United States asking for the people to contact the film maker. Draft the likely notice that was published in the newspaper.

Trained Ravens Wanted	
The noted film producer Alfred Hitchcock is in need of trained ravens and several other birds for his forthcoming film named "Birds". Those who are having trained birds may contact him as soon as possible.	
New York 02 Jan 1963	Phone :998899887

More practice questions from SCERT Question Pool

1. A J Cronin is invited to inaugurate the 'Home for Derelict Youth' started by Mr. John and his wife. You are asked to prepare a notice to invite the public to attend the function and make it a grand success.
2. The Texas School has decided to make the scholarship jacket awarding ceremony a great event. The Principal issued a notice inviting all the students, teachers, parents and well-wishers to the function. Prepare the likely notice issued by the Principal.
3. The school in the story 'My Childhood Days' decided to conduct a function to welcome the new comers to the school. Prepare a notice with programme details to invite the general public.

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