
Class 12 - English Core
Writing Notice Test 01

1. You are Rhitesh/Rekha, Secretary of BL Residents' Welfare Society, Anandpur, Delhi. Write a notice in not more than 50 words requesting the members to attend a meeting of the Society to discuss the problem of security in your colony.
2. The Principal, Sunshine Public School, Dindigul has invited the Inspector of Police (Traffic) to deliver a lecture on 'Road Safety' in her school. Draft a notice in about 50 words informing the students to assemble in the school auditorium.
3. As the President of Resident Welfare Society, Dilshad Garden, J&K Block write a notice requesting residents not to use potable water for cleaning purpose.
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4. You lost your Titan wrist-watch in your school. Draft a notice, in not more than 50 words, to be placed on your school notice board. You are a student of class XII of Rani Ahalaya Devi Senior Secondary School, Gwalior. Sign as Rani / Ram.
5. Cultural Society of RJ Public School has decided to organise a fancy dress show on 25th of January in which each participant will wear the dress particular to his/ her region. The aim is to show the cultural diversity of India. As Secretary, write a notice in about 50 words inviting the names of those who want to participate.

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Solution

BL RESIDENTS WELFARE SOCIETY, ANANDPUR, DELHI
NOTICE

6th October, 20XX

Meeting of RWS

All members of the Residents' Welfare are informed that the problem of security in society is aggravating day by day. Security of the residents is indeed a serious issue so, all the members are requested to attend a meeting of the society on 10th October, at 11 AM at the Community Hall to discuss the problems of security prevailing in our colony and suggest measures for improving it. Kindly attend the meeting to discuss this matter of high concern.

Rekha

1. (Secretary)

SUNSHINE PUBLIC SCHOOL - DINDIGUL
NOTICE

Lecture on Road Safety

18th March 20XX

All students are hereby informed that there will be a lecture on Road Safety by Inspector of Police (Traffic) on 21st March 20XX in the school auditorium from 9:30 AM to 10:30 AM. The lecture will focus on how to maintain road safety and how to spread awareness about the same in others. Attendance of all students is compulsory. Students must assemble in the auditorium and take their seats by 9:15 AM.

Swati Biswas

2. Principal

RESIDENT WELFARE SOCIETY DILSHAD GARDEN, J&K BLOCK 05 Jan 20XX
NOTICE

USE WATER JUDICIOUSLY

Considering the acute shortage of water in the colony this summer, all the residents of Dilshad Colony, J&K Block are requested not to use potable water for cleaning their cars, verandahs, driveways, watering the plants with a hosepipe or any other household chores. A fine of Rs. 500 will be imposed on the defaulters. Kindly save water for a better tomorrow.

President

3. DILSHADGARDEN, J&K BLOCK

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RANI AHALAYA DEVI SENIOR SECONDARY
SCHOOL, GWALIOR

NOTICE

Watch Lost

20th April 20XX&

I have lost my Titan wrist-watch in the school premises near the playground. It has a golden round dial and a brown strap. If anyone finds it, she/he is requested to return it to me in class XIIC or hand it over to the senior office assistant

	in the school administrative office. Ram Class XII-C
4.	<p style="text-align: center;">RJ PUBLIC SCHOOL, <u>NOTICE</u></p> <p>1st January, 20XX</p> <p>Fancy Dress Show</p> <p>This is to inform all those who are interested to take part in fashion related competitions that a Fancy Dress Show will be organised on 25th January, 20XX in the school auditorium at 4:30 PM. Each participant has to wear the dress of his/her region to depict the cultural diversity of India. It is a great opportunity to flaunt India's rich cultural heritage. Interested students may give in their names to the undersigned latest by 4th January.</p>
5.	(Secretary, Cultural Society)