

## 8th class worksheet 28

Learning Outcome 8.12:

Writes messages, notices, formal letters, descriptions /narratives, short personal/ biographical experiences, etc.

### LEARNING SHEET 37

#### Activity 1:

Take a look at the notice format given below.

<b>Issuing Authority/ Agency</b>
Date:
NOTICE
Subject: Catchy and Bold
Body of the Notice
a) Reason for writing the notice
b) Relevant event and occasion information
c) Information about date/ time/ venue
Signature
Name
Designation of the issuer

Read the notice given below.

<b>GOVT. SCHOOL</b>
05th Feb, 2021
NOTICE
ANNUAL DAY CELEBRATION
Our school is celebrating its Annual Day on the 25th of February. A meeting of the office bearers and house captains will be held on the 8th of February in the school hall after the school hours to discuss important matters regarding the conduct of the programme of the Annual Day.
Sukanya Secretary, Cultural Club

### Activity 1.2:

You are Sathish / Sandhya, the leader of the Cultural Committee of your school. You have been asked to notify the students of the school about the Inter-School Cultural Meet. Write a notice in 50-60 words, including relevant details from the letter which your Head Master received recently.

### Answer:

**GOVT. SCHOOL**

15th August, 2022

**NOTICE**

**Inter-School Cultural Meet**

Our school is conducting Inter-School Cultural Meet on the 25th of August. A meeting is held on the 20th of August in the school hall after the school hours to discuss important matters regarding the programme of the Inter-School Cultural Meet. So kindly attend the meeting and register your school for the programme before 25th of August.

Sathish

Leader of the Cultural Committee.