

DON BOSCO SCHOOL, KOKAR, RANCHI

Session-2020 - 2021

Class 10

Subject- English Language – Paper - 1

NOTICE AND EMAIL WRITING

NOTICE

A notice is a small piece of writing to give information about an event, an occasion, celebration of various festivals, a cultural programme , a talk show, a camp for children, yoga, aerobic classes, cleanliness drive, etc.

Contents

A catchy Heading

Function/Event/Programme Meeting/Notice should have:

1. Name of the event
2. Date/time of function, event or programme
3. Venue of the function
4. Target audience, invitees, etc.
5. Instruction related to entrance
6. Contact person.

Tours/Treks

1. Place of tour/trek camp
2. Date and number of days,
3. Cost per head
4. Essential things to be carried
5. Contact person for further details.

Lost/Found

1. Article lost/found
2. Place, date and time of losing/finding the article
3. Details regarding its shape, size and colour
4. Person to be contacted for details.

5. When to contact
6. Reward, if any

Point to Remember

- Use **passive voice** as far as possible
- The **heading must be appealing to attract the attention of the readers.**
- Use **bold letters** and **catchy slogans** to enhance the **visual appeal** of your notice.

[Specimen for **Notice Writing** is given in **Format 1** and **Format 2**. Any one format may be followed, both are acceptable.]

FORMAT 1

Question 1

- (a) Your school is hosting an inter-house chess competition. Write a notice for your school informing the students of the event.

Specimen Answer:

Checkmate
Inter-House Chess Competition
On 12th August 2020
from 8.30 a.m. to 11.30 a.m.
At school auditorium

All the students from classes 6 to 10 who wish to participate are to give their names to the Sports teacher on or before 1st August, 2020

FORMAT 2

Question 1

- (a) Your school is hosting an inter-class singing competition. Write a notice for your school informing the students of the event.

Specimen Answer:

Singing Sensation

Inter Class Singing Competition

Date: Tuesday, 18th August 2020

Time: 8.30 a.m. to 11.30 a.m.

Venue: The school auditorium

Interested students from classes 6 to 10 who wish to participate are to give their names to the Music teacher on or before 14 th August,2020

EMAIL WRITING

FORMAT 1

Write an **email** to the prominent chess coach of your city informing him of the event and requesting him to be the referee at the event, giving all relevant details.

Specimen Answer:

To:chesscoach123@gmail.com

Subject: Invitation to Referee-Inter-House Chess Competition.

Dear Sir,

Our school is hoisting an inter-house chess championship. This is going to take place on 12th August 2020

from 8.30 a.m. to 11.30 a.m.in the school auditorium.

All the students from classes 6 to 10 are going to participate in this event.

Thank you for having accepted our request to referee the event.

We look forward to see you at our school.

Thanking you,

Yours faithfully,

John Moses

Games Captain.

Question

[**Instruction:** You can use any **Format** to answer these following questions.]

- (a) Your school is organizing a 'Pot Painting Competition' on the occasion of Children's Day in the school. As the head Boy/Girl of your school, draft a **notice** to be displayed on the school notice board, asking the students of classes 6 to 10 to submit their name for the competition.
- (b) Write an **email** to the Principal of a neighbouring school requesting him/her to send a team of teachers to judge the 'Pot Painting competition' event.