

Notice writing

1. The residents welfare Association, Saket, is organising a'Holi Fista' in the locality. As the president of the Association, draft a notice informing the residents about the same. Give other essential details too.

Ans: The Resident's Welfare Association, Saket

24 February 2021

Holi Fiesta

The Residents' Welfare Association, Saket is organising a 'Holi Fiesta' in the locality. A large stage would be set up for the same, where by the residents could offer their prayers.

All the residents are requested to participate in the aforesaid fiesta. The fiesta will be inaugurated by the President of the Association at 10:00 am, 29 February 2021.

XYZ

President

2. On the occasion of National Science and Technology Day, the school has decided to organise a Science Fair. Mona, the secretary of the Science Society, wants to call a meeting of the office bearers of the society to discuss the arrangements for the fair.

Ans: NOTICE

The 24th Feb'2021

It is hereby given to all the office bearers of the Science Society that a meeting is to be held on 29/02/2021 for the Science Fair to be organised on the occasion of National Science and Technology Day.

So all the concerned are inform to present on the day without fail.

Mona

Secretary Science Society

3. Imagine you are Manoj Kumar, the Head Boy of St. Joseph's High School, Goa. Write a notice in not more regarding a sports kit bag found on the school playground.

Ans:

NOTICE

24 February 2021

FOUND

A sports kit bag with a single key in it has been found from the school playground. If anyone lost it please contact to the School Head Boy and collect it at the earliest.

Manoj Kumar

Head Boy, St. Joseph's High School, Goa

