

Writing Notices

(1) Find out the phrases which go into relevant columns.

Monday, Tuesday, 2015, 10'o clock, last night, yesterday, 19th August, tomorrow, next Sunday, September, Saturday night

at	in	on	-----

(2) Read the notice and find out information to fill the grid given.

Lost

I lost my school bag in school on the school English Day. It is a brown Adidas bag with a red strap. Inside are my books and the drama costumes.

If found call- 0770001234

M.S.Perera

Purpose	
Place	
Date/Day	
Information of the lost item	
Request made	

(3) Read the notice and find out information to fill the grid given.

NOTICE

A library awareness session will be held on 10th September 2015 at 2.00 p.m, in the school auditorium. All the grade 10 students are invited.

Librarian

Date-	
Time-	
Venue-	
purpose	
Audience-	

(4)

Read the task sheet and rearrange the given sentences to form the notice appropriately.

NOTICE

All the school participants are invited. /Cricket coaching committee.

Entry forms must be sent on or before 11th May.

The Cricket coaching camp will be held on 2nd July at Tissa Vidyalaya from 8.00 am to 4.00 p.m.

Accommodation will be provided.



(5) Re arrange the given sentences to form the notice appropriately.

NOTICE

Environmental Authority.

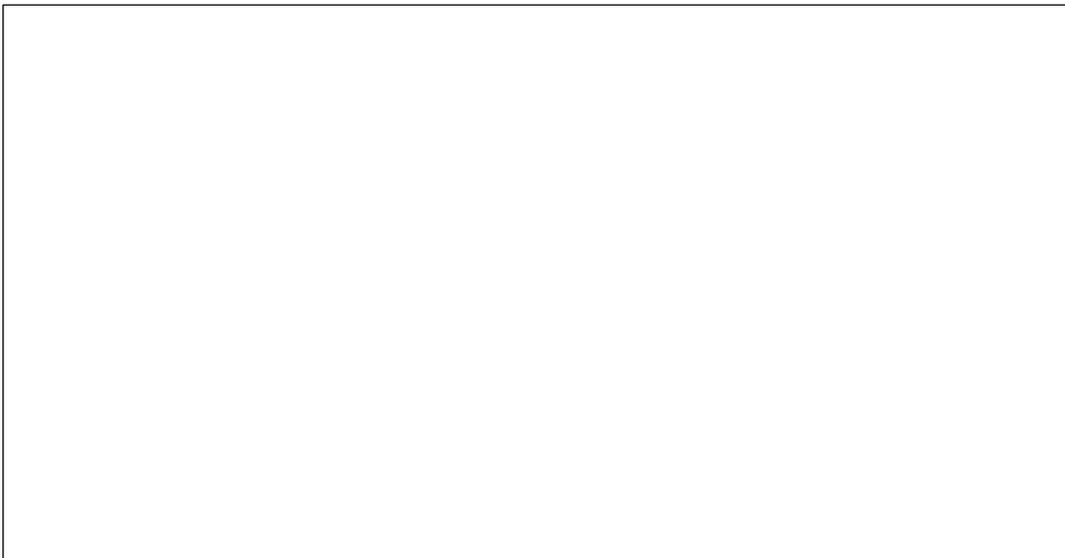
Time-8.00 am- 2.00 p.m

Venue- Public Auditorium, Matale

The guest speaker is Prof. Nalin Silva , an environmentalist of Colombo University.

Public are welcome.

There will be a speech on “ Environemntal Pollution” on 16th May 2015.



(6) Complete the notice given below using the given phrases.

The 1st October 2015/Thakshila Hall/ 3.000 p.m./ grade 9 students/ debate / will be

<p>Notice</p> <p>There..... a debate between the debating teams of Rangala Vidyalaya and Samagi Vidyalaya on at.....</p> <p>In.....</p> <p>All are invited. The topic for the will be “ Advertisements on TV”.</p> <p style="text-align: right;">Secretary</p> <p style="text-align: right;">English Literary Association.</p>
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(7) You are the secretary of the English Literary Association in your school for grade 11 students. You have organized a spelling contest in the school . Write a notice to be put up on the school notice board. Use about 40-50 words.

Include the following-

Event , Purpose, Date, time, venue, participants.

ZEO-Sri Jaya Mardena