

## **Class 12**

### **English Core**

#### **Notice Writing Practice Test**

Q1. The problem of the residents' parking of vehicles, often leading to minor scuffles, has become a source of growing concern. As Secretary of Goodwill Flats Welfare Association, Shripur, write a notice informing the residents about a meeting to discuss the problem and find an acceptable solution. Invent necessary details. [CBSE, 2024]

Q2. To encourage students to participate in outdoor activities, your school has planned a 7-day trek to Rohtang Pass for students of classes VIII-X during the summer vacation. Write a notice for the school notice board giving all the necessary information. You are Raghav/Ragini, Secretary Trekking Club, Amar Bahadur School. [CBSE, 2024]

Q3. Write a notice to inform the house owners in your society about re-laying of the main sewage pipe running through the colony. Mention the temporary restrictions and the duration of the maintenance work. You are Saheb/Sahiba, Secretary, Goodwill Society, Sector 8, Tara Bagh. [CBSE, 2024]

Q4. You are the President of the Cultural Club of Marigold Public School, Vir Nagar. As part of the Annual Community Service Week, you are planning to put up a cultural performance in 'Ahista', a senior citizens home. Draft a notice for the school notice board inviting participation by the students. Invent necessary details. [CBSE, 2024]

## Model Answers-

Ans 1.

<p style="text-align: center;">Goodwill Flats Welfare Association, Shripur</p> <p style="text-align: center;">NOTICE</p> <p style="text-align: center;">Vehicle parking issue</p> <p>01 March, 2025</p> <p>The issue of wrong vehicle parking by residents has gained concern as reports of scuffles have been received. To resolve the matter, the association will sit for a meeting with all the residents.</p> <p>All residents are requested to attend the meeting to be held in the society garden on 05 March at 10 AM. In case of absence, the decision to the matter will be taken by a majority as per voting.</p> <p>Secretary</p>
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Ans 2.

<p style="text-align: center;">Amar Bahadur School</p> <p style="text-align: center;">NOTICE</p> <p style="text-align: center;">Trek for students</p> <p>01 May, 2025</p> <p>This is to inform students of classes VIII-X that the school is organizing a 7-day trek to Rohtang pass during the Summer Vacations. The details are as follows-</p> <p>Trek start date – 01 June 2025 from school at 7 AM.</p> <p>Trek returns on 07 June to school at 5PM.</p> <p>Number of seats – 25</p> <p>Charges – Rs 2500 (all inclusive).</p> <p>The last date to register is 10 May 2025. Those who are interested, must contact the undersigned for further details.</p> <p>Raghav / Ragini Secretary Trekking Club</p>
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Ans 3.

Goodwill Society, Sector 8, Tara Bagh

NOTICE

Re-laying of main sewage pipe

21 March, 2025

The main sewage pipe running through the colony has to be re-laid due to which movement will be restricted as per the following schedule-

24 – 27 March 2025 – Block A and B linking road will be closed.

28 – 30 March 2025 – Main entrance will be closed and exit road will be used for entry as well.

Inconvenience caused is regretted. Kindly co-operate with the security staff to ensure a smooth repair.

Saheb  
Secretary

Ans 4.

Marigold Public School, Vir Nagar

NOTICE

Cultural performance in Ahista

21 March, 2025

As part of the Annual Community Service Week, the Cultural Club will put up a performance in Ahista Senior citizen home on 31 March, 2025 during the school hours. Those students who are interested to participate in any of the following activities must contact the undersigned by 23 March between 8 AM to 12 noon in the office.

Dance, singing, mimicry, poetry recitation.

Jaidev  
President, Cultural Club

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