

ENGLISH WRITING SKILLS

Notice Writing Solutions (Word Limit: 50 Words)

Q1. Your school is organising a “Skills for Life” Week to help students learn practical skills such as basic first aid, financial awareness, gardening, public speaking, and simple repairs. As the Skill Education Club Secretary, draft a notice inviting students to participate. Mention the purpose of the programme, activities offered, dates, registration process, and contact details. (Word Limit: 50 words)

XYZ PUBLIC SCHOOL, DELHI

NOTICE

7 September 2026

"SKILLS FOR LIFE" WEEK

All students are invited to participate in **"Skills for Life" Week** from 14 to 18 September 2026. Organised to equip students with essential practical life skills, sessions will cover basic first aid, financial awareness, gardening, public speaking, and simple repairs.

Interested students must register with their class teachers by 11 September 2026.

(Signature)

ABC

Secretary, Skill Education Club

Word Count: ~48 words

Q2. Your school is starting a “Read and Share” Book Exchange Programme to encourage students to exchange books they have already read instead of purchasing new ones. As the Literary Club Secretary, draft a notice inviting students to contribute books and participate in the programme. Mention the type of books accepted, collection dates, venue, and contact details. (Word Limit: 50 words)

XYZ PUBLIC SCHOOL, DELHI

NOTICE

7 September 2026

"READ AND SHARE" BOOK EXCHANGE PROGRAMME

To promote reading and resource sharing, the Literary Club is starting a **"Read and Share" Book Exchange Programme**. Students can contribute gently-used fiction, non-fiction, and reference books.

Collection Dates: 11–13 September 2026

Venue: School Library

Bring read books and exchange them for new titles!

(Signature)

XYZ

Secretary, Literary Club

Word Count: ~47 words