

NOTICE WRITING: PAST YEAR QUESTIONS & SOLUTIONS

Classes IX & X • Standard Board Format & Model Answers (50 Words)

QUESTION 1 (CBSE CLASS 10 BOARD EXAM)

You are Rishi/Rishika, Head Boy/Head Girl of RPM Senior Secondary School, Delhi. Your school is organizing its Annual Sports Day on 20th November. Write a notice in about 50 words informing students to participate in various sports events.

RPM SENIOR SECONDARY SCHOOL, DELHI NOTICE

30th October 2026

ANNUAL SPORTS DAY

All students are hereby informed that the school is organizing its Annual Sports Day on 20th November 2026 at the school playground from 9:00 AM onwards. Interested students can register for various athletics and field events with their respective class teachers by 10th November 2026.

Rishi / Rishika

Head Boy / Head Girl

QUESTION 2 (CBSE CLASS 10 BOARD EXAM)

A sea storm is expected to hit the states on the East Coast of the country within 72 hours. As Rohit/Reema, Director General, Coast Guard, Odisha, write a notice in 50 words to warn fishermen and local residents.

COAST GUARD HEADQUARTERS, ODISHA REGION NOTICE

15th May 2026

CYCLONIC STORM ALERT

A severe sea storm is forecasted to hit the Odisha coastline within the next 72 hours. All fishermen are strictly advised not to venture into the sea till further notice. Coastal residents must take necessary safety precautions and remain indoors. For emergency assistance, contact helpline number 108.

Rohit / Reema

Director General, Coast Guard

QUESTION 3 (CBSE CLASS 9 EXAM)

You are Ashok/Ashoki, a student of Class IX-A. You lost your geometry box in the school playground during the recess. Write a notice in not more than 50 words to be put on the school notice board.

ABC PUBLIC SCHOOL, DELHI

NOTICE

10th September 2026

LOST GEOMETRY BOX

A blue Nataraj geometry box was lost in the school playground during the recess today. It contains standard mathematical instruments and a name tag. If found, kindly return it to the undersigned or hand it over to the Class IX-A class teacher. A small treat is promised.

Ashok / Ashoki

Class IX-A

QUESTION 4 (CBSE CLASS 9 & 10 EXAM)

You are Suman/Sujay, the Secretary of the Cultural Club of Apeejay International School. Write a notice in about 50 words informing students about an upcoming Inter-House Drama Competition.

APEEJAY INTERNATIONAL SCHOOL, DWARKA

NOTICE

5th November 2026

INTER-HOUSE DRAMA COMPETITION

The Cultural Club is organizing an Inter-House Drama Competition for Classes IX and X on 25th November 2026 in the School Auditorium from 10:00 AM onwards. The theme is "Social Awareness". Interested students must submit their names to house captains by 12th November.

Suman / Sujay

Secretary, Cultural Club

KEY MARKING CRITERIA FOR CBSE NOTICE WRITING

- **Enclose in a Box:** Always draw a rectangular border around the notice.
- **Word Limit:** Keep the main body strictly between 40 to 50 words.
- **Point of View:** Use third-person perspective and passive voice; avoid first-person pronouns ("I", "We").
- **Essential Information (5 Ws):** Explicitly state Event (What), Date/Time (When), Venue (Where), Target Audience (Who), and Contact Person (Whom).