

# English

## Class 12<sup>th</sup>

### Section B

#### Notice

1. As the Secretary of Sahar Group Housing Society, draft a notice in 50 words calling for the Annual General Meeting to discuss issues of security and maintenance of public spaces. Specify the day, date, time and venue. Request the members to attend the meeting and give their valuable suggestions on the issues in the given agenda. You are Razia/Rashid. 4
2. You lost your briefcase while travelling by bus from Delhi to Agra. The briefcase contains some valuable documents including your Board Certificate. Draft a notice in not more than 50 words, to be published in Hindustan Times under the column 'Lost and Found'. You are Amar / Asha of Delhi. 4
3. You are Dr. Mohan/Dr. Meena, Chief Medical Officer of Haridwar. Write a general notice for the public, not exceeding 50 words, to maintain general precautions against the novel coronavirus, as a few cases have recently been noticed in a neighbouring state. 4
4. You are Bala/Bandhini, School Counsellor of Bala Vidyagram school, Dharti Bagh. Your school is organising a Career Counselling Fair. Write a notice encouraging students to attend the fair. Mention the benefits and include necessary details.(Word limit: 50) 4
5. Your school is organizing a tour to Mumbai and Goa during the winter vacation. As the School Pupil Leader of Anant Prakash Senior Secondary School, Nainital, write a notice providing detailed information for students. You are Nikita/Naveen.(Word limit: 50) 4
6. As the President of the Literary Club, you, Rahul/Rashmi, have organized an Inter-School Debate Competition to celebrate your school's Silver Jubilee. Write a notice of about 50 words informing students about the event, including necessary details such as topic, date, venue etc. 4
7. Your school, Bal Bharti Public School Kotdwara, management conducted a survey revealing that students often face stress during the examination period due to poor time management. To address this issue, a Time Management Workshop is being organized. As Mohit/Mohita, the Head Counsellor draft a notice in not more than 50 words, to inform students about the workshop. Include details such as the purpose of the workshop, its date, time, venue, and how students can register. 4
8. Your school recently organized a cleanliness drive under the "Swachh Bharat Abhiyan," and a report has shown significant improvement in the cleanliness of the campus. As Saurabh/Sumati, the Secretary of the Environment Club, draft a notice in not more than 50 words to appreciate the efforts of the students and staff. Use the notice to invite feedback and suggestions for sustaining this progress. 4
9. You are Aryan/Aarushi, Head Boy/Head Girl of St. Peter's School, Delhi. Your school is organizing a Blood Donation Camp in collaboration with a local hospital. Write a notice in about 50 words informing students and staff about the event, encouraging participation. 4

