

Name - _____

Start time - __ : __

End time - __ : __

Read the given situations carefully. Write a notice for each situation following the format of a notice.

1. You are the Secretary, Cultural Club of your school. The school is celebrating its Annual Cultural Day on 24 December, 2023. Write a notice informing the badge holders and house captains of a meeting you are conducting to take decisions on important matters regarding the conduct of the programme.

