Notice writing for Class 7: format and examples

Practice worksheet - English · Grade 7

Name: _____ Date: _____

Show your working. Answers and explanations follow on a separate page.

Source for the practice questions

GREENFIELD SCHOOL

NOTICE

12 August 2027

Book-swap afternoon

Students of Classes 6 and 7 may join a book swap in the school library on 20 August, from 1:30 to 2:15 p.m. Bring one suitable book in good condition. Register with the reading club by 18 August. Books with missing pages will not be accepted.

Asha Rao

Reading Club Secretary

The school, names and event are fictional practice details. The issue date is 12 August, the registration deadline is 18 August and the event date is 20 August. Those dates have different jobs. The notice also names the audience, place, time, item to bring and condition for acceptance.

If a task gives a strict word limit, check whether its marking convention includes headings and signature details. Do not assume every school counts the same way. Shorten repeated wording first; keep the details that prevent confusion.

Try each task before opening its answer. Give an example or reason, not only a label.

Write an answer and your reason before opening the explanation. Check the reasoning as well as the final answer.

Practice questions - use the source on the preceding page

1. Who may join the model book swap?

2. When was the model notice issued?

3. When is the book swap?

4. Where will it take place?

5. By when should readers register?

6. What kind of book should a participant bring?

7. Improve the heading "Important".

8. Does a notice normally need Dear students?

Practice continued

9. Why add p.m. to a time?

10. What should be removed first to shorten a notice?

11. What should the designation identify?

12. Should a public practice notice include a real child's private number?

13. What should you do after an event date changes?

14. What is the best final content test?

Answers and explanations

Answer key - English · Grade 7

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1. Students of Classes 6 and 7.
The audience is explicitly limited.
2. 12 August 2027.
This is the date under NOTICE.
3. 20 August, 1:30-2:15 p.m.
Event date and time appear in the body.
4. The school library.
A named place is clearer than usual place.
5. 18 August.
The deadline comes before the event.
6. One suitable book in good condition.
Books with missing pages are excluded.
7. For example: Book-swap afternoon.
A specific heading identifies the purpose.
8. No.
It is not a personal letter.
9. To avoid ambiguity.
Readers should not guess morning or afternoon.
10. Repetition and filler.
Keep essential action details.
11. The writer's relevant role.
Do not invent authority.
12. No.
Use an appropriate fictional or institutional contact route.
13. Update every occurrence and verify consistency.
Conflicting dates can mislead readers.
14. Can the intended reader act correctly from the notice alone?
That checks practical completeness.