

Sample 6	R.K.M. PUBLIC SCHOOL, AJMER NOTICE
March 3, 2019	SUMMER CAMP
This is to inform all the students that the school is organizing a summer camp in school for a month. The activities include theatre workshop and pottery making. Interested students can get registered by paying a fee of Rs 1000 to the school clerk. The camp is in the month of June.	
J.J. Singh (Incharge, Art and Craft Department)	
Sample 7	RADHIKA VATIKA SCHOOL, KHANNA NOTICE
March 3, 2019	ENTRIES FOR SCHOOL MAGAZINE
This is to inform all the students that entries for the school magazine are invited from students. Kindly submit the entries to the English teacher in two days.	
Nimisha (Editor)	
Sample 8	GOVERNMENT SCHOOL, SIRHIND NOTICE
MARCH 3, 2019	SCHOOL INSPECTION
This is to inform all the students that there is school inspection next Monday. All the students will come in proper uniform. All the students will come in time.	
Seema Mittal (Principal)	
Sample 9	NAROTTAM NAGAR WELFARE SOCIETY, LUDHIANA NOTICE
March 3, 2019	PROTEST AGAINST CONDITION OF ROADS
This is to inform all the residents that there is a meeting next Sunday in the Main Hall. The meeting is to protest against the condition of roads in the colony.	
Arjun Khanna (President)	
Sample 10	VICTOR MODEL SCHOOL, JALANDHAR NOTICE
March 3, 2019	INTER STATE DRAMATICS COMPETITION
This is to inform all the students that there is a Inter State Dramatics Competition at Deshbhagat Hall on 27 th March. Interested students can give their names to the English teacher in two days.	
Raghav (Secretary, Dramatics Club)	

Practice Exercise 1	KARNAL PUBLIC SCHOOL, KARNAL NOTICE
March 3, 2019	ANNUAL SPORTS DAY
This is to inform all the students that there is an Annual Sports Day in the school on March 20, 2019. Interested students can give their names to the English teacher in two days.	
Munish (Head Boy)	
Practice Exercise 2	SHIVALIK PUBLIC SCHOOL, CHANDIGARH NOTICE
March 3, 2019	FOUND! FOUND! FOUND!
This is to inform all the students that a bicycle has been found in the school ground. The owner can contact the English teacher.	
Yogita (Head Girl)	
Practice Exercise 3	CITY PUBLIC SCHOOL, CHANDIGARH NOTICE
March 3, 2019	FANCY DRESS COMPETITION
This is to inform all the students that there is a Fancy Dress Competition in the school on March 20, 2019. Interested students can give their names to the English teacher in two days.	
Sonal (Cultural Secretary)	
Practice Exercise 4	LILA RESIDENTS ASSOCIATION, TILAK NAGAR DELHI NOTICE
March 3, 2019	MEETING AGAINST FREQUENT POWER FAILURE
This is to inform all the residents that there is a meeting in the Main Hall on March 20, 2019. The meeting is against frequent power failure in the colony.	
XYZ (President)	
Practice Exercise 5	MEGHA PUBLIC SCHOOL NOTICE
March 3, 2019	EDUCATIONAL TOUR TO GOA
This is to inform all the students that school is organizing an educational tour to Goa during the summer vacation. The tour is for ten days. The cost of the tour is Rs 1000 per student. Interested students can give their names to the English teacher in two days.	
Nirvan (President, History Society)	

MESSAGE WRITING

Sample 1	MESSAGE	
March 2, 2019		10.00 am
Papa		
Mr Ajit Sharma rang up to say that the society meeting has been postponed and as soon as the new date is fixed, he will let you know.		
Anju		
Sample 2	MESSAGE	
March 2, 2019		10.00 am
Mummy		
Romesh rang up to say that he will bring two of his friends for dinner tonight. Please prepare fish-curry.		
Ria		
Sample 3	MESSAGE	
March 2, 2019		10.00 am
Kriti		
Neha rang up to say that you are invited to her birthday party on 15 th April at 6 pm at her house.		
Seema		
Sample 4	MESSAGE	
March 2, 2019		10.00 am
Arun		
Nandan rang up to say that you must bring his English notebook as he needs it for correction tomorrow. The Science test has been postponed. Your teacher will announce the new date tomorrow.		
Nikita		
Sample 5	MESSAGE	
March 2, 2019		10.00 am
Ishaan		
Anoushka rang up to say that your interview for 'Tata Indicom' has been fixed for tomorrow 9 am sharp. Reach the office in time with your certificates.		
Ritu		
Sample 6	MESSAGE	
March 2, 2019		10.00 am
Dhruv		
Gulzar from JCT Phagwara rang up to say that you have been selected for the post of junior engineer. Join duty tomorrow 10 am.		
Sonam		

Sample 7	MESSAGE	
March 2, 2019		10.00 am
Suraj		
Ravi rang up to say that you must pick him up while going to office tomorrow as his car has been sent for servicing. Take the file he had given you.		
Tina		
Practice Exercise 1	MESSAGE	
March 2, 2019		10.00 am
Rajat		
Vikas rang up to say that you must wait for him at the main gate of Arora Palace today evening.		
Ravi		
Practice Exercise 2	MESSAGE	
March 2, 2019		10.00 am
Papa		
Mr Ajay rang up to say that the meeting scheduled for 9 th March has been postponed to 11 th March.		
Anu		
Practice Exercise 3	MESSAGE	
March 2, 2019		10.00 am
Mummy		
Mrs Sharma rang up to say that Nina's father-in-law is not well and they are going to see him at Kapoor Hospital where he is admitted. Be ready by 6 pm as she will pick you on the way.		
Ria		
Practice Exercise 4	MESSAGE	
MARCH 2, 2019		10.00 am
Raghu		
Kishore rang up to say that you must reach the Extension Library by 10 am tomorrow for the renewal of you membership. Carry you rmembership card with you.		
Rani		
Practice Exercise 5	MESSAGE	
March 2, 2019		10.00 am
Hemant		
Rajesh rang up to say that Mr Verma has arrived at the company head office and he would like to meet Hemant tomorrow evening. Reach the office by 9 am.		
Harish		