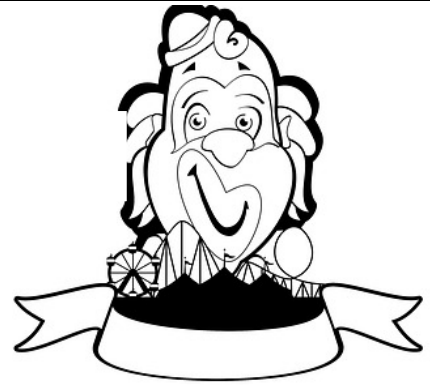


School Fair Notice

NOTICE
BEDDOW SCHOOL SPRING FAIR



1 April 2016

The Beddow School is excited to be hosting its 12th annual Spring Fair. Tickets are free, and are now available from the school secretary. Limit 10 tickets per family. There will be a door prize, so save your ticket stub!

Date: 29 April 2016 Time: 1:00 p.m. – 5:00 p.m.

Venue: Waldorf Campus

For more details or to volunteer to help with activities or refreshments, contact the school secretary between 9:00 a.m. and 3:00 p.m., Monday to Friday.

Signed/-

Ellie Mitchell, School Secretary

You Assignment

1. Read the sample notice. What do you observe about the structure, how contact details are given, etc.?

2. List at least three different kinds of topics that are normally found in notices.

3. On the back of this page, rewrite the contents of the sample notice in essay form (i.e., without breaking it into headings, sub-headings, capitalization, etc.).

4. Compare and contrast the notice and your essay. Which format is more conducive to conveying the information? Why?

5. Choose a topic about which you have information to communicate. Write a notice for your class noticeboard.