



**Unit-4**

**Notice Writing and Grammar**

**Notice Writing:**

A notice is a written or printed news, announcement or information. A notice may contain news/information about something that has happened or is likely to happen. It may be a formal announcement of public importance or an advance warning meant for compliance and information. A notice can be about a meeting, an event, an excursion/a historical trip/a picnic, lost and found, change of name/address/uniform/timings/venue, etc.

**Purpose:**

Notices are effective means of disseminating information related to different issues or occasions. They reach to a large number of persons in a short time. Hence, a notice is written in simple and formal language. It is clear, brief and to the point.

**Display:**

- (a) School/College Notice Boards
- (b) Newspapers/Magazines
- (c) Public Notice Boards

**Main Characteristics:**

- (a) Format: It includes the word 'notice', date, heading, writer's name and designation.
- (b) Content: It must answer the questions What? When? Where? How? etc.
- (c) Expression: It relates to the overall organisation and relevance of the content as well as grammatical accuracy and fluency.

**Exercises:**

1. Your school is going to organize an inter-school dance competition. Write a notice for your school notice board inviting all the interested students.

**HOLY ANGELS HIGHER SECONDARY SCHOOL, Palani.**

**NOTICE**

**September 8, 2019**

**INTERSCHOOL DANCE COMPETITION**

Our school is hosting the Inter-School Dancing Competition for classes 6 to 12 on September 30, 2019, at school auditorium.

All the talented students in dancing may appear for the audition to be conducted in the presence of famous cine dancer on October 1, 2019, at 9 a.m.



For further details, contact the undersigned.

**Bamila,  
Secretary, (Cultural in-charge).**

**2. You are Santhosh, Secretary, Housing Board, Officer's colony, Thiruvarur. Water supply will be suspended for ten hours (10 a.m. to 8 p.m.) on 5th of October for cleaning of the water tank. Write a notice in about 50 words advising the residents to store water for a day.**

**HOUSING BOARD, Officer's Colony, Thiruvarur.  
NOTICE**

**September 10, 2019.**

**SUSPENSION OF WATER SUPPLY**

Water supply will be suspended for ten hours between 10 a.m. and 8 p.m. on September 18, 2019, in our colony, due to the cleaning of the water tank. The residents are kindly asked to store water on September 17, 2019, itself. For further details, contact the undersigned.

**Santhosh,  
Secretary,  
Housing board. Officer's Colony,  
Thiruvarur.**

**3. You are the head girl/boy of a Govt. High School. Your school is soon going to publish the annual magazine next month. Write a notice for the notice board of your school inviting students to submit write-ups.**

**GOVERNMENT HIGH SCHOOL, Nagapattinam.  
NOTICE**

**September 18, 2019**

**PUBLICATION OF THE ANNUAL MAGAZINE**

Our school will be publishing an annual magazine next month. All the students are invited to contribute your own write-ups for the annual magazine. For further details, contact the undersigned.

**S. Prabhu,  
Secretary,  
(Magazine in-charge).**



**Grammar**

**Conjunction**

**Definition:**

**Conjunctions** are used to join clauses, phrases, and words together for constructing sentences. Conjunctions make a link between/among words or groups of words to other parts of the sentence and show a relationship between/among them.

**Example:**

- Alex and Robin are playing together.
- Alex plays well, but Robin plays better than him.
- I play cricket, and Robin plays football.
- When he was sick, I went to see him.

**a. Underline the conjunctions in the following sentences:**

1. Revathy and Rohini are friends.

Answer:

And

2. If you say so I will believe it.

Answer:

so

3. Shekar is intelligent but careless.

Answer:

but

4. The bus was overcrowded so Arun avoided travelling in it.

Answer:

so

5. Though Vinay is ill, he doesn't skip the class.

Answer:

Though

**b. Fill in the blanks in the following sentences with suitable conjunctions from the box:**

(after, unless, until, and, fill, although, so, because, but)

1. I returned home ..... the bus had started.

Answer:

after



2. I respect him ..... he is very strict.

Answer:

although

3. Sudharshan will succeed ..... he works hard.

Answer:

because

4. Aravinth ..... Arun is classmates from their childhood.

Answer:

and

5. You can't have your fruits ..... you take your food.

Answer:

until

**C. Choose the correct conjunctions from the options given in the brackets:**

1. Everyone likes him ..... he is very helpful, (because/for)

Answer:

because

2. ..... it was cloudy, we decided to take an umbrella, (so/as)

Answer:

as

3. Rathi found her watch ..... she had left it. (wherever/where)

Answer:

where

4. I don't know ..... I can afford to buy a new dress or not. (whether/why)

Answer:

whether

5. ..... he was ill, he did not go to the doctor, (as/though)

Answer:

though

**Sentence Pattern:**

**1. Choose the right pattern:**

1. The wall collapsed.

a) SV

b) SVO



c) SVIODO

Answer:

a) SV

2. During the war, many people lost their homes.

a) SVO

b) SVIODO

c) ASVO

Answer:

c) ASVDO

3. I promised the children a trip to the zoo.

a) SVO

b) SVDOIO

c) SVIODO

Answer:

c) SVIODO

4. In 1998, Frank moved to London.

a) ASVA

b) ASVO

c) SVIODO

Answer:

a) ASVA

5. Pooja hired a bicycle.

a) SV

b) SVO

c) SVA

Answer:

b) SVO

**2. Write two sentences for each pattern:**

SV	
SVO	
SVC	
SVA	<b>SamacheerKalvi.Guide</b>
SVOC	
SVIODO	
ASV	
SVAA	

**Answer:**

**VINAYAKAR MATRICULATION HIGHER SECONDARY SCHOOL, SIVAKASI.****STANDARD: 8****DATE: 20-September- 2021****E-23****SUBJECT: ENGLISH****No of Pages: 6**

SV	Birds fly.	They returned.
SVO	I bought a pen.	She gave a bale.
SVC	She is a dancer.	He is a painter.
SVA	They came here.	They will come now.
SVOC	Raju wrote a letter neatly.	I wrote the exam well.
SVIODO	They gave him a shock.	The teacher taught him a lesson.
ASV	Tomorrow she leaves.	Yesterday I came.
SVAA	My dog swam in the pool yesterday.	I went to Ooty by bus last week.

VMHSS