



সিঙ্গাইল হাই স্কুল (মোইরাং)

DEPARTMENT OF EDUCATION (S)
Government of Manipur

CLASS IX & X
ENGLISH COMPOSITION
EXTRA LESSON
NOTICE WRITING

SOLUTIONS

- Q1. As a Principal of the Sangai High School, Moirang, draft a notice in not more than 50 words informing students of the change in school timings with effect from the 1st of October, 2020. State valid reason for the change.

Ans:

| |
|---|
| <p>Sangai High School, Moirang</p> <p><u>NOTICE</u></p> <p>22nd September, 2020</p> <p>Change in School timings</p> <p>All students are hereby informed about a change in school timings from 1st October, 2020. The school will now start at 09:00 a.m. and end at 03:00 p.m. In the past few years, it has been seen that winters are rather severe and it becomes quite difficult to start early due to the extreme cold. So these new timings will be followed till further notice.</p> <p>Sd/- Victor Principal</p> |
|---|



সিঙ্গাইল হাই স্কুল (মোইরাং)

DEPARTMENT OF EDUCATION (S)
Government of Manipur



মিণিষ্ট্ৰী অফ এডুকেশ্যন (মণি)

DEPARTMENT OF EDUCATION (S)

Government of Manipur

- Q.2. Samuel is the General Secretary of Mary High School. The school has decided to hold a cultural programme on the school Foundation Day to be observed on 23rd March. Write out a notice for Samuel asking interested students in participating in the cultural show to submit their names.

Ans:

Mary High School

NOTICE

1st March, 2020

Cultural Programme

It is hereby notified that the school will observe the school Foundation Day on 23-3-20 with a cultural programme to be held at the school auditorium. Students who are interested to participate in the programme may submit their names to the undersigned on or before 15th March, 20.

Sd/- Samuel
Gen. Secretary



মিণিষ্ট্ৰী অফ এডুকেশ্যন (মণি)
DEPARTMENT OF EDUCATION (S)
Government of Manipur