

Krishnagar Academy
Session- 2020-2021
Class IX – X

Notice and E-Mail writing assignment.

1. You are the Games captain at your school. Your school is organizing an inter-house Basketball Competition. Write a notice to inform the students about the competition.

Write an e-mail to a prominent Basketball coach of your city, inviting him to be the referee at the same competition.

2. You are a volunteer for a non-profit organization, and you are seeking book donations. Write a notice seeking donations from students and teachers from your school.

Write an E-Mail to the Principal of a neighbouring school asking him/her to contribute to the donation campaign through its students and teachers.

3. As the Head boy/head girl of your school, you are responsible for organizing the “Mega Cultural DSS (Dance, Skit & Singing) Competition”. Write a notice informing the students about the competition mentioning the steps that are needed to be taken by those who want to participate.

Write and email to the Principal of a neighbouring school informing him/her about the competition and requesting him/her to send a group of participants to compete in the same.