

Subject – English Language  
 Grade – 10  
 Competency level – 7.7 Writes for official purposes  
 Lesson – 6 Activity sheet

Test 1:

Read the given notice and fill the table

**Notice**

All the members of the Science Club of Tangalle Boys School are invited to attend a special meeting to discuss about the stalls of forthcoming exhibition on 25<sup>th</sup> February 2021. It will be held at 9.30 a.m. in the new Science lab.

.....  
 Secretary,  
 Science Club.

When	
Time	
Where	
Purpose	
Convener	
To whom	

Test 2:

Notice	
The Drama Club of Weerketiya Central College will stage “Oliver Twist” on 30 <sup>th</sup> January 2021 at 1.30 p.m in the school theatre. All the teachers and students are invited to attend. A ticket is Rs.100 and will be available at the counter.	
	..... Secretary, Drama Club.
10/01/2021	

1. What is this notice about?
2. What is the name of the drama?
3. Who has organized the event?
4. What is the venue?
5. What is the date?

Test 3:

Complete the blanks of the notice using the words from the box

postponed, pandemic, English, 17 <sup>th</sup> January, scheduled
---

Notice	
The Zonal Level i)..... Day Competitions of Tangalle Zone which had ii)..... to be conducted from iii)..... has been iv)..... due to the prevailing COVID 19 v)..... The new date will be informed later.	
	..... Techer-in-Charge
07/01/2021	

Test 4:

**Notice**

The annual magazine “Young Writers” of Hillwood College will be published next month and all the grade 10 students are invited to submit their write-ups before March 30<sup>th</sup> to Mrs. Gunawardana.

.....,

Duhari Perera,

Head Prefect,

Hillwood College.

08/02/2021

Imagine that you are the head prefect of your school and the prefect guild is going to publish an annual magazine with the write-ups of all the prefects and students who are interested. Write a similar notice including the date, time and to whom submit the write-ups.

Test 5:

You are the secretary of the Environmental Club of your school. Put up a notice requesting all grade 10 students to participate in the shramadana campaign. Use 40-50 words.

Include the followings;

Date, time, dress and tools/equipment to bring

Test 6:

The Sinhala Literary Association of your school has planned to stage the drama “Maname” in the school auditorium. As the secretary, put up a notice including the date, venue, time of the show and how to buy the tickets. Use 40-50 words.