



CLASS 6 ENGLISH · 2026-27

Notice writing and holding a position

Writing

7

QUESTIONS

25

MINUTES

3

EXERCISES

This belongs to _____ Date _____

WHAT YOU'LL GET GOOD AT

- Lays out a notice with every required part in place
- Writes a notice body that answers what, when, where and who
- Writes a paragraph that takes a position and supports it

Take your time, and have a go at every one. If you get stuck, look at the orange box — Ollie has already done one for you.

Notice writing and holding a position

Writing · 7 questions · tick each box as you finish

Exercise 1 of 3 · 5 questions Put the parts of a notice in order. Number them 1 to 5.

☐

PUT IN ORDER

HERE'S ONE DONE FOR YOU

The school name comes first, then the word NOTICE, then the date and heading, then the body, then the writer's name and role. These format marks are given before anyone reads what the notice actually says, which makes this order the cheapest thing on the paper to secure.

1) A. Body - what, when, where, who it is for

2) B. Name of the school or organisation

3) C. The word NOTICE

4) D. Name and designation of the writer

5) E. Date, and a heading that says what it is about

Exercise 2 of 3 · 1 questions Write a notice for your school notice board about a lost water bottle.

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WRITE THE ANSWER

HERE'S ONE DONE FOR YOU

The body answers four questions in three sentences: what was lost, when and where, how to identify it, and what to do if you find it. A notice that leaves out any one of those is incomplete even if the format is perfect - and 'what to do next' is the one children forget.

1) Lost water bottle - notice for the school notice board

Exercise 3 of 3 · 1 questions Write a paragraph of six sentences taking a position, with reasons.

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WRITE THE ANSWER

HERE'S ONE DONE FOR YOU

The model paragraph states a position in the first sentence, gives two reasons, acknowledges the other side ('that said...'), proposes something, and closes. Acknowledging the opposite view is what separates a Class 6 answer from a Class 4 one - it shows the writer has considered it rather than only asserted. Your child's position may be the opposite of this one and score just as well.

1) Should students be given homework every day?



All done? How did that feel?

Colour in a star. Three stars means you could teach it to someone else.



Tricky · Getting there · Easy now



Answer key

For grown-ups

Notice writing and holding a position · keep this page back until your child has finished.

1. Put the parts of a notice in order. Number them 1 to 5.

1) B, C, E, A, D

2. Write a notice for your school notice board about a lost water bottle.

1) SUNRISE PUBLIC SCHOOL

NOTICE

15 July 2026

LOST WATER BOTTLE

A blue steel water bottle was lost near the school playground on 14 July, during the games period. It has the name 'Ananya' written on the base. Anyone who finds it is requested to hand it in to the class teacher of Class 6-B or to the school office.

Ananya Rao
Class 6-B

3. Write a paragraph of six sentences taking a position, with reasons.

1) I do not think students should be given homework every single day. A short break from written work lets a child come back to a subject with more attention rather than less. Homework given daily also becomes a task to finish rather than something to think about, which defeats its purpose. That said, some regular practice is genuinely useful, especially in subjects like maths where a skill fades without use. A better arrangement would be homework three or four days a week, with more time given for each piece. That way the work is still done, but it is done properly.

WHILE YOUR CHILD WORKS

- Format marks come before content marks. Learn the notice order once and it pays in every paper up to Class 10.
- In the notice body, check all four: what, when and where, how to identify, and what to do. 'What to do' is the one children leave out.
- For the opinion paragraph, either position is correct. Judge it on whether reasons are given and whether the other side is acknowledged.



Spotted a gap while marking?

A free assessment is one live class with a matched teacher - no card, nothing to cancel. Afterwards you get an honest note on what they noticed.

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