

Notice

Give essential information or instructions quickly

COMMON FORMS

Noticeboard, school update, event notice, safety notice

TEXT SHAPE

Headline → who/what/when/where → action or conditions → contact or source

FEATURES AND LANGUAGE

Short phrases; specific dates and places; imperative verbs when needed; clear labels

PLAN AND TEACH IT

Put the action and time where readers can find them immediately. Remove background detail that does not help the reader act.

tone and register

Direct and neutral, with a level of formality suited to the setting; safety instructions must be unambiguous.

LINKED CLASSROOM ACTIVITIES

Try: Change the Audience · Write from a Table · Draft a Set of Steps

A MODEL TO NOTICE

Bring a short example. Ask who it is for, what it is trying to do and which feature helps it work. Compare it with a less effective draft.

QUICK CHECKLIST

- ☐ The opening makes the purpose clear: Give essential information or instructions quickly.
- ☐ Each part has a clear place and moves the reader towards the purpose.
- ☐ The language features, tone and level of formality fit the reader and situation.

A QUICK CLASSROOM ROUTINE

- 1 NOTICE** Read a model for purpose, shape and audience.
- 2 REHEARSE** Practise a useful sentence or language feature aloud.
- 3 WRITE** Plan, draft and use the guide as a checklist.
- 4 REVIEW** Ask a partner whether the text does its job; revise one feature.
Keep the subject thinking ambitious. Make the language visible, practise it, then fade the support.