

## B.Com (P) Semester IV. English Language A

You are Anil/Rakha. You are President of the Environment Club of your college. The club has decided to hold a meeting of its members. You are to put up a notice on the college notice-board in this regard. Draft the notice with necessary details. (10 marks)

OR

You are Saksham/Srisha. You are President of the Commerce Society of your college. The society has scheduled a Recruitment Drive in the college campus for the students. You are to put up a notice in this regard. Draft the notice with necessary details.

NOTICE

Format should be correct.

Message Language - short and precise (to the point)  
Avoid use of elaborate descriptions, use of Jargons  
(Technical Terms)

Source - The person + his designation/institution & Designation

Target Audience - Very important Part, specify audience