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Master Lesson Plan for Notice Writing

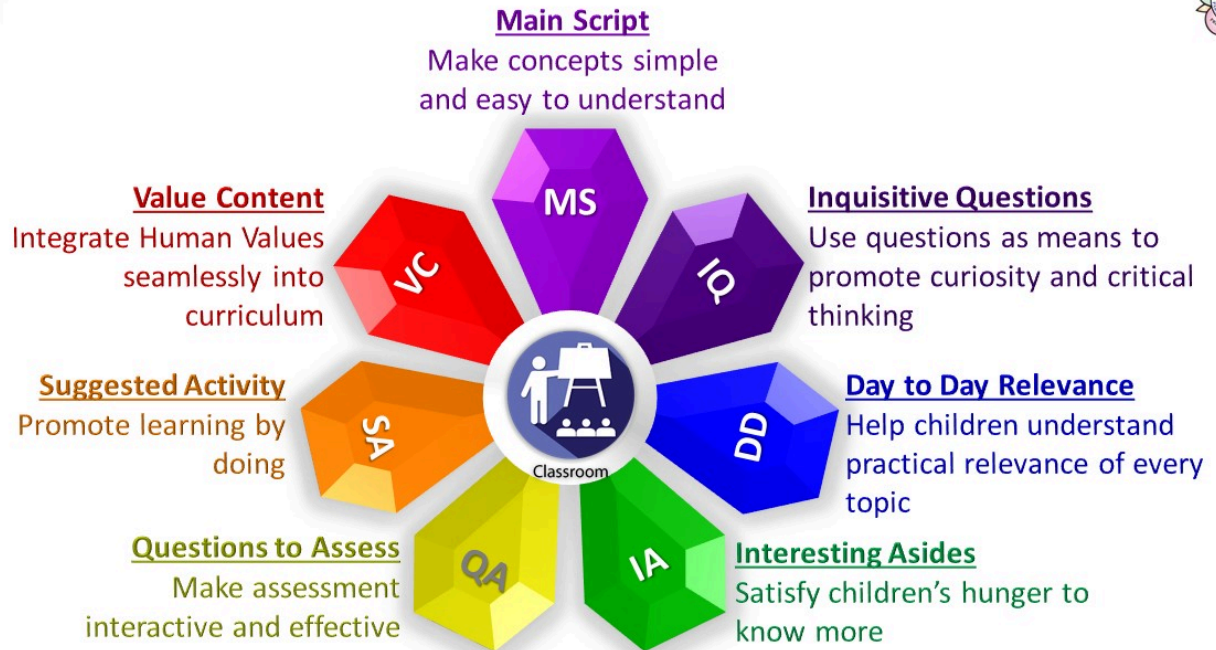
Board	Standard	Subject	Chapter	Language	Creation date
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Master Lesson Plan (MLP) - Covers the entire chapter with the help of these 7 asset types



For more information on how to use the lesson plan effectively, please scroll to the guidelines at the end of this document.

MS_Ideation Module_Notice Writing

[Notes to teacher: Dear Teachers, through this MLP, we bring to you suggestions, pedagogical approaches, ideas, teacher reference documents (TRD), teaching aids (TA) and learning aids (LA) for the topic 'Notice Writing' for Grade 6.

This ideation module for lesson planning and delivery has been designed based on the curricular expectations and learning outcomes prescribed by CBSE.]

Curricular Expectations: The children are expected to understand the central idea, locate details in a given text, or write notices with simple messages.

Students are expected to:

- Understand the idea of notice writing.
- Write notices with simple messages.

Learning Outcome:

The students will be able to seek and convey information through notice writing.

Total Time to transact MLP: 70 minutes, 2 periods

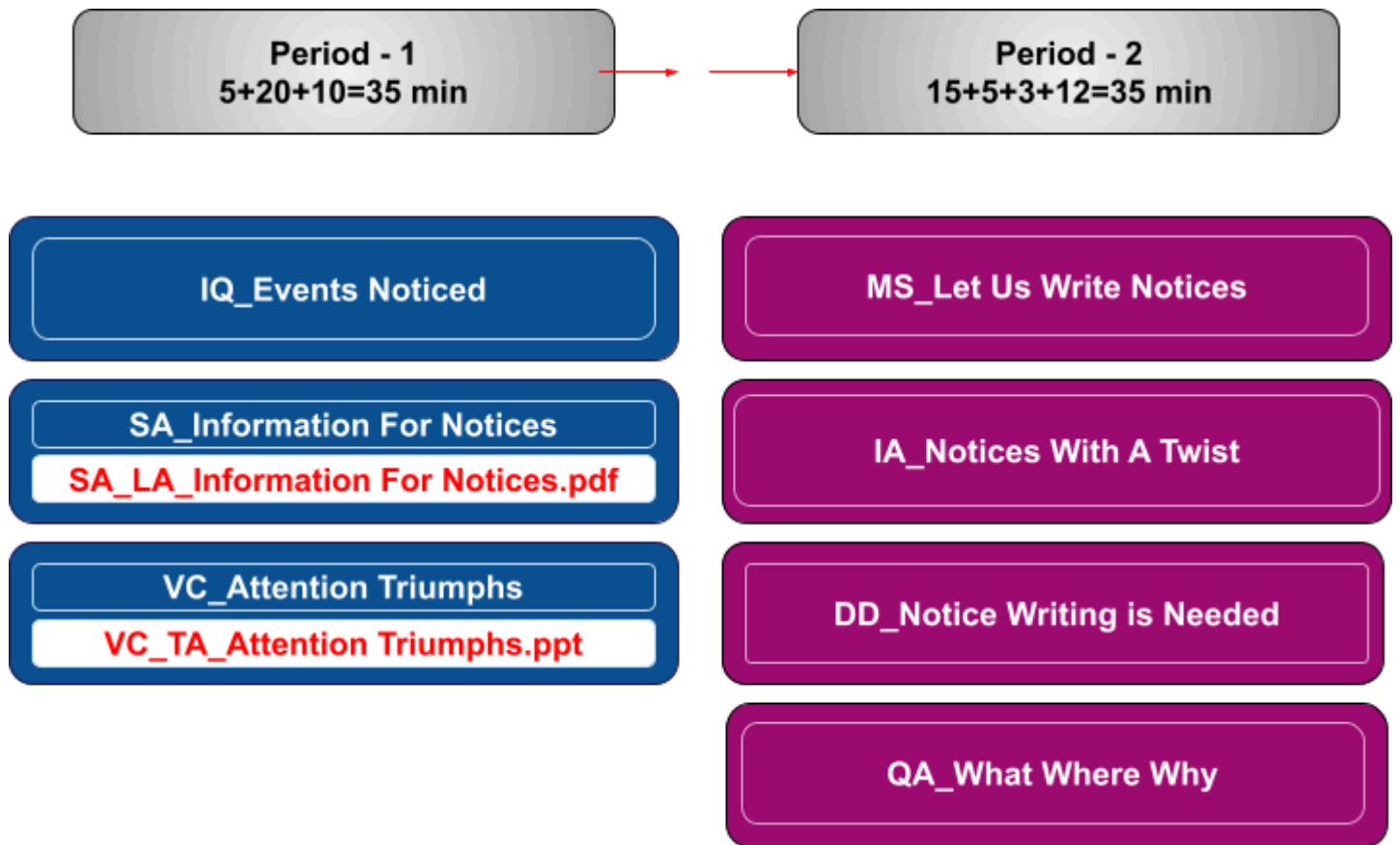
Topics in this chapter:

- Recall the events and note the information sources.
- Facts required for Notice Writing - Group Activity.
- Value connects to the topic using a story.
- Format and components in notice writing.
- Notice writing in day-to-day life.

[Notes to teacher: The chapter on Notice Writing has been given with the Ideas and strategies on how each topic can be dealt with. Viewing this lesson plan, you will find that all seven assets are integrated seamlessly to make learning 'Insightful', 'Inspiring', 'Enjoyable', and 'Participative'. You will also notice that the activities and Value content are designed to attain curricular expectations.

*This lesson plan is designed for 2 periods, considering **each period to be 35 minutes**. Additional one or two periods may be used if required.]*

Lesson Plan Flow



[Notes to the teacher: Here is the MLP at a glance for a quick reference.]

PERIOD 1

Topic: Notice Writing

Time: 5 + 20 + 10 = 35

Asset Types: IQ, SA, VC

Objective: Students will be able to

- 1) **Correlate** the usage and importance of notice writing.
- 2) **Determine** the required information needed for notice writing,
- 3) **Realise the importance of paying attention** to details, as it is important for academic success and real-world applications.

1. IQ_Events Noticed

Start the class by showing pictures of the Diwali Mela/Cricket Match or a drawing competition celebrated in your school, or ask what events have been celebrated and how you learned about them. Ask probing questions so that the students may recall and correlate the source of information.

(Old photos of the school events can be shown to the students if available.)

The aim is to promote the students' skills in **the correlation** between the source and importance of notice writing.

The follow-up questions are:

1. What is the activity/function shown in the picture?
2. When was this function/competition held?
3. Where was it held?
4. How many of you had participated in the event?
5. How did you come to know about the event?

2) SA_Information for Notices

Notes to the teacher: The questionnaire SA_LA_Information for Notices.pdf is for students to work in a group and will encourage them to work in teams and experience joyful learning. The questions will help to create interest and curiosity. The questions can be given on the board, or printouts can be taken. The students are made to sit in groups and then asked to discuss the questions and write the answers.

Students in four different groups will read the given questions (1. Dance Competition 2. Cricket Match 3. Drawing Competition 4. Science Quiz - to be organised in the school) and will answer the questionnaire with reference to the information to be available in the relevant notice.)

Procedure

- Divide the class and seat them in groups of four.
- Give ten minutes to complete the task.
- Help and facilitate (if needed) understanding the question.
- Observe the students' understanding and participation while the activity progresses.
- The teacher should record observations.
- **ROLE OF THE TEACHER:** Observer and facilitator.

3. VC_Attention Triumphs

Use the teaching aid provided in [VC_TA_Attention Triumphs.pptx](#) to highlight the minute observations needed for high-quality results and success in any endeavour.

PERIOD 2

Topic: Let Us Write Notices

Time: 15+5+3+12=35

Asset Types: MS, IA, DD, QA

Objective: Students will be able to

- 1) **Develop** notice writing for different purposes.
- 2) **Relate** to the funny notice and correct it.
- 3) **Generate** the correct information in the given exercises by paying attention to every word.
- 4) **Use** the format of writing a notice in their day-to-day life.

1. MS_Let Us Write Notices

Based on students' observations discussed in the class, the teacher guides the students to develop the format and information needed for notice writing. For the **assessment of learning**, the teacher gives the questions to be answered by the students in the class.

Guide the students to develop a GO on the board to summarise their understanding of notice writing.

A sample GO is given below.

Notice Writing

What do you mean by Notice?

Notices are a tool for making written or printed announcements for a large group of people for any occasion or issue. It is written in a very specific, simple and brief language without unwanted details.

Format

Name of the Institution - Name of the institution whose representative is writing a notice. It is written on the top of the page; it helps the readers to identify who issued the notice.

Notices as a title - It calls the attention of the readers to read the notice.

Date - The date is written on the left corner of the notice after leaving a line. As the notices are formal communication, the date of issuing a notice is very important. The date should be written in an easily understandable and proper format.

Headline - The headline explains what the notice is about in brief. The heading should reflect the content of the notice.

Body - The body of the notice includes the main content for which the notice is issued. The body should have all the necessary information required in the notice, like the venue, time and date of the event and should be written in passive voice without using the first person.

Q1. Vidya Mandir, Anantapur, Andhra Pradesh has decided to organise a parents teachers meeting. The school's principal has decided to put the notice on the school's notice board.

Vidya Mandir, Anantapur, Andhra Pradesh

Notice

Parents Meeting

15th November 2024

The school has decided to organise a parents meeting for all the classes on 25th November 2024 at 10.30 AM in their respective classes. All the students are requested to inform their parents to attend.

Principal

Vidya Mandir, Anantapur

Andhra Pradesh

Q.2 Vidya Peeth, Dwarka, Gujarat, has decided to organise a Classical Solo Dance Competition. The school's Cultural Secretary has decided to put the Notice on the School's Notice Board.

**Vidya Peeth, Dwarka
Notice
Classical Solo Dance Competition**

15th November, 2024

The school has decided to organise a Classical Solo Dance Competition for the students of classes 6 to 9 on 23rd November 2024. Interested students are requested to give their names to their class teachers before 20th November, 2024.

**Cultural Secretary
Vidya Peeth Dwarka
Gujarat**

Questions to assess:

1. Why are notices put up?	For the concerned persons to read
2. Who puts up the notices?	The organiser
3. What is put up in the notices?	Name of the event, date, place, time, for whom the event is being organised and any other important information.
4. For whom are the notices put up?	For the concerned persons for whom the event is being organised.

2. IA_Notices With A Twist

{Notes to the Teacher: This asset promotes student observation skills.

Write this notice on the board and ask the students to observe what is funny and needs correction. Children will identify the funny part and will enjoy discussing and correcting it.

Harry's On Sale

Books are on SALE with 10 to 50 % Discount

Sale starts for 5th March, 2024 to 15 th March, 2024.

Timing: 10 PM to 5.30 PM.

Only Cash accepted. No Cards please.

Harry's Library

4. DD_Notice Writing is Needed

The teacher can ask the students about notices put up in public places, playgrounds, supermarkets, shops, bakeries, railway stations, etc. Discuss "Notices" that are relevant in our daily lives and how they help us. An example is given below.

Narayan Crest

Delhi

Notice

10/1/2024

All members of the Residents' Welfare Association are hereby informed that payment of the second instalment of maintenance charges is due on 31st January 2024. Please pay before the due date to avoid late payment charges.

You are reminded that the amount is Rs 550 only.

Anil Sharma
Secretary, R.W.A.

3. QA_What Where Why

Write the following question on the board and ask the students to write a notice in the correct format for notice writing with the required information. The submission should be corrected without delay.

Q 1. The Public School, Delhi, has decided to conduct DIWALI MELA. Write a notice, with all the required information, which will be put up on the school notice board.

LESSON PLAN DESIGN

You would have noticed that the lesson plan designed has ample opportunities for

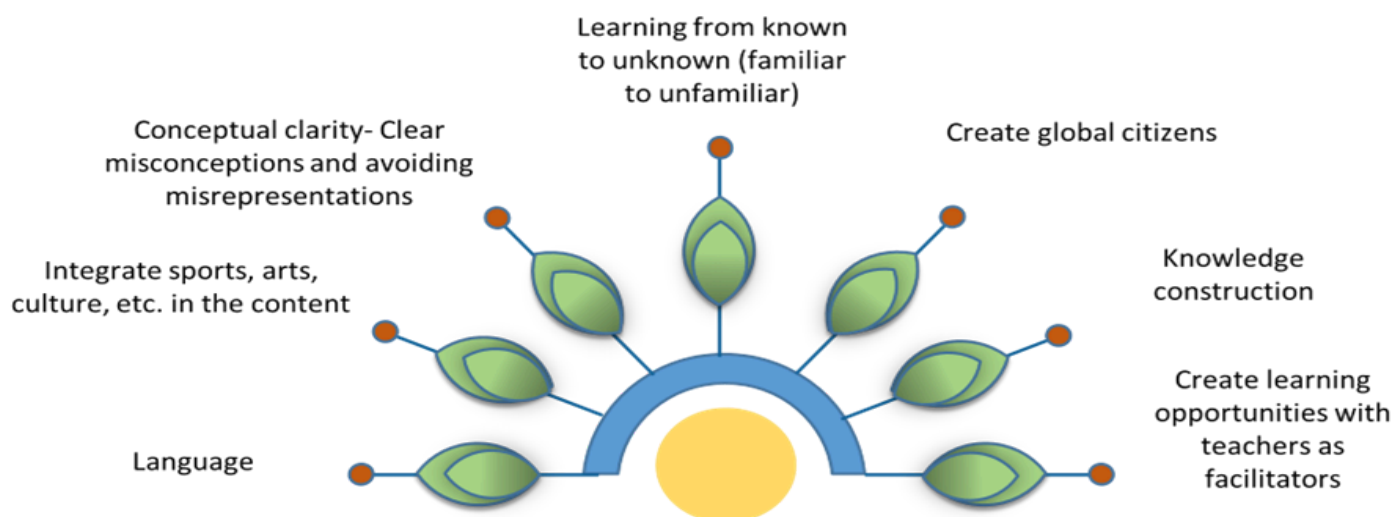
- ★ Interaction in the classroom
- ★ activity based learning
- ★ development of critical thinking skills
- ★ relevance and connection of the topic to the real world
- ★ problem solving
- ★ integration of values with the concept
- ★ collaborative and experiential learning

Teaching aids and teacher reference documents mentioned in this Lesson plan are provided in the folders below.

Salient recommendations of NEP

We hope that this Lesson plan design which is aligned to the NEP 2020 guidelines will be helpful for you.

Thank you.



Time to teach	Asset type	Theme	Sub Theme
70 minutes	Main Script	Writing	Notice writing

Master Lesson Plan

Seven Asset Methodology for MLP	
What is the purpose of this Master lesson Plan?	This Master Lesson Plan (MLP) prepared by Sri Sathya Sai Vidya Vahini (SSSVV), covers the entire chapter for the given board. The MLP for the chapter given in the textbook is broken down into smaller modules known as assets. Any chapter can be taught using the 7 asset types in SSSVV methodology. Several different assets together complete the entire chapter. Depending on the requirement, each asset is supported by teaching aids such as animated presentation, audio, video, and learning aids such as worksheets. The MLP is for the teacher's preparation and the teaching aids are for use in the classroom.
How to use it?	You can prepare for your class with this MLP by following 3 simple steps: 1. Read your textbook; 2. Go through the information given in the assets (document & multimedia); 3. Prepare your teaching notes. Great! Now you are ready to transact the chapter.
Duration	Kindly note the duration given for each asset. Due care has been taken in planning the assets, to ensure the chapter is completed within the time specified by the Board. Note: Preparation time is not included in the asset duration. The teaching time depends on the duration of the teaching aids and is not impacted by the length of the MLP.
What is a 'Main Script' (MS) Asset?	The Main Script asset is there for explaining the main concepts of the chapter clearly. The information given in the textbook is simplified, organised and structured to give more clarity. Additionally, you may find a video or mnemonics or a graphic organiser to deepen the understanding of the concept.
How to teach using the MS asset?	Please use the blackboard, slides and interaction to develop the concept.
What is an 'Inquisitive Questions' (IQ) asset?	The Inquisitive Questions asset uses questions to promote higher order thinking like the n th why, what-if, new perspectives, cause-effect, and others, creating curiosity.
How to teach using the IQ asset?	You may use the questions to connect with the students, encourage exploration to engage them in the learning process. You may allow multiple responses and instead of rejecting any of the responses, ask why, before revealing the suggested answer or hints.
What is a 'Day to day Relevance' (DD) Asset?	The Day to Day Relevance asset helps students understand the practical relevance of every topic, making them eager participants in the classroom. If students connect the concepts to their environment, they would learn meaningfully without dislike or simply memorizing for exams.
How to teach using the DD asset?	You may use the asset by asking questions about their experience and use it to establish why they are learning the topic. If necessary you may substitute with a recent or local example.
What is an 'Interesting Aside' (IA) asset?	The Interesting Aside asset uses attention grabbing tidbits or anecdotes to bring joy and satisfy the child's hunger to know more. This is a quick/short asset intended to bring attention back to the main concept being taught.
How to teach using the IA asset?	You may use this asset to give a piece of interesting information relevant to the topic, without prolonged explanation/discussion. You may suggest appropriate books for further reading.
What is a 'Suggested Activity' (SA) Asset?	The Suggested Activity asset provides a detailed step by step procedure for the teacher to conduct a hands-on activity. This promotes Activity Based Learning.
How to teach using the SA asset?	You may use this asset to energise your students to learn by doing simple, fun-filled activities based on the topic. The asset includes - preparation, activity, and follow-up. You may engage the students in the preparation and follow-up stages to develop collaboration and responsibility. You could try it once, yourself, before the actual delivery to be more comfortable with it. Note: The duration mentioned in the asset is usually for the activity part only.
What is a 'Value Content' (VC) Asset?	The Value Content asset integrates Universal Human Values (such as empathy, inclusivity, respect for nature that translates into responsible behaviour) seamlessly into the curriculum, as the "End of education is character".
How to teach using the VC asset?	You may use this asset to engage with the students to bring out their innate values and connect with the intrinsic values in the topic/concept. The asset includes pointers on the specific pedagogical technique followed.
What is a 'Questions to Assess' (QA) asset?	The Questions to Assess asset uses an interactive approach to check learning of different types of learners, and provides feedback to the teacher for appropriate action. The questions cater to all

	the levels of Bloom's Taxonomy. Questions from 'Apply' level and above enable students to reflect on their learning.
How to teach using the QA asset?	You may go through the slides to understand its flow and know when to click for the answer (slides include suggested answers). While presenting in the class, you may display the question and encourage multiple responses, before revealing the answer. In some cases, this asset may include extra questions/worksheet that can be given as homework.