

Text Type Analysis: School notice

A school notice is a piece of paper which gives information to students or parents.

School name
Lady Beth Primary School

Subject
State what the notice is about in brief
Renovation of the School Library

Date
State the date of issue
20th June, 20XX

Recipients
State the target readers
Dear Students,

Introduction
Tell the purpose of the notice
We would like to inform you that the school library will undergo a renovation during the summer holiday (from 15th July to 31st August).

Body
Give the details
We will temporarily close the library from 30th June onwards. The library will look completely different when it reopens in September. Other than new furniture and more computers, there will be a new activity room. You can share your favourite books with your friends there. Also, we will replace the old bookshelves with some new ones. The new bookshelves can hold more books because they are taller.

Conclusion
State the important thing(s) to note
Please return all the borrowed books on or before 27th June to facilitate the tidy-up of the bookshelves.

Sender
State the person who gives out the notice
Louis Lau
Principal

