**通知（重点：格式）**

Directions: For this part, you are allowed 30 minutes to write a **notice** for the Travel agency to tourists that about tomorrow schedule.

明早集合时间，集合地点，所带物品

日程安排

at least 120 words but no more than 180 words.

格式：

标题： notice

人称：第一人称，第三人

日期：左上角 日期

落款:

常用句型： we’re going to recruit new members for student unions on the Saturday afternoon, \_\_\_\_\_\_\_\_. there will be \_\_\_\_\_\_\_\_\_\_\_\_.

【参考范文】  
 Notice  
September 11th  
    This notice is for the purpose of holding an Academic Lecture. (描述通知)This lecture **is aimed at** improving the students’ knowledge to pass the CET4 in the next month. （通知目的）The following details can account for this event.（过渡句）

First and foremost, the lecture will begin at 7:00, Sunday, December 8th, 2019. All the students in our university must participate(be there) on time. It is related to your GPAs. Furthermore, there will be some useful knowledge to help you pass the exam. For example, the listening, writing and reading skills. Last but not least, this lecture will be held in the classroom 202. Please bring your notebook and your student IDs to be checked in the front door.

If you have any questions, you are free to contact at 192389 in the working hours.

Student Union