

Writing an Advertisement

[More examples of Advertisement are given below]

1. You are the Manager of Bright Future Academy, Panaji. Draft a classified advertisement in about 45–50 words for a Mathematics Teacher required for higher secondary classes. Include qualification, experience, and contact details. You are Mr. Anthony D’Souza, Manager, Bright Future Academy, 21 M.G. Road, Panaji, Goa – 403001. Contact: 9876543210.

SITUATION VACANT

Bright Future Academy, Panaji requires a qualified and experienced Mathematics Teacher for higher secondary classes. Candidates must possess M.Sc./B.Ed. with minimum three years’ experience and excellent communication skills. Apply to Mr. Anthony D’Souza, Manager, Bright Future Academy, 21 M.G. Road, Panaji, Goa – 403001. Contact: 9876543210.

2. You are Rohan Naik/ Rohani Naik of Margao. Draft a classified advertisement in about 45–50 words to sell your used Honda Activa in good condition. Mention model, price, and contact details. Contact details: H.No. 45, Near Holy Spirit Church, Margao, Goa – 403601. Mobile: 9823456789.

FOR SALE

Honda Activa (2021 model), white colour, single owner, well-maintained and in excellent condition. Valid insurance and clear documents. Expected price ₹55,000 (negotiable). Contact Mr. Rohan Naik, H.No. 45, Near Holy Spirit Church, Margao, Goa – 403601. Mobile: 9823456789.

3. You are the Principal of Sunrise Public School, Vasco. Draft a classified advertisement in about 45–50 words announcing admissions open for the new academic year. Mention classes and contact details. Contact Mrs. Anita Fernandes, Principal, Sunrise Public School, 12 Airport Road, Vasco-da-Gama, Goa – 403802. Phone: 0832-2233445.

ADMISSIONS OPEN

Sunrise Public School, Vasco announces admissions open for the academic year 2026–27 for Classes Nursery to IX. Experienced faculty and modern facilities available. Limited seats. Contact Mrs. Anita Fernandes, Principal, Sunrise Public School, 12 Airport Road, Vasco-da-Gama, Goa – 403802. Phone: 0832-2233445.

4. You are Neha Sharma/ Nihil Sharma of Panaji. Draft a classified advertisement in about 45–50 words under the heading ‘Lost and Found’ regarding the loss of your wallet. Mention details and contact information. Contact details: H.No. 18, St. Inez Road, Panaji, Goa – 403001. Mobile: 9765432108.

LOST AND FOUND

Lost a black leather wallet near Panaji Market. It contains Aadhaar card, driving licence, ATM cards and some cash. Finder will be suitably rewarded. Contact Ms. Neha Sharma, H.No. 18, St. Inez Road, Panaji, Goa – 403001. Mobile: 9765432108.