

NOTICE WRITING

A Notice is a formal means of communication. The main purpose of a Notice is to announce or display information to a specific group of people. Notices are generally meant to be pinned up or written on display boards in schools, offices or other institutions. Notices issued by the government usually appear in public places or in newspapers.

A good Notice is always to the point and leaves no scope for further enquiries or any doubt. Avoid any kind of ambiguity in the information. The message should be crisp and clear. Its language is very formal and simple. Avoid bombastic expressions or round-about way of speaking in Notice. There must be clarity in the purpose and all the relevant information regarding the subject of the Notice must be incorporated in the Notice maintaining maximum economy of words. In short conciseness, completeness and clarity are the hallmarks of a good Notice.

CONTENTS OF A NOTICE

The following are certain vital points to be born in mind while writing a Notice

- First write the name of the institution, office or organisation issuing it.
- Secondly write the word NOTICE just below it in the middle.
- Thirdly write the date on which the Notice is written / issued.
- Fourthly highlight the subject of the Notice giving an eye-catching caption / heading to hold the attention of the reader

- Fifthly write the body of the Notice giving all the relevant information regarding the subject of the Notice whether it is conducting a programme, calling a meeting, drawing attention towards a focal point, making an appeal, or informing the general public about some issue of concern etc. Details of the event, its schedule i.e. date, time, venue, programme duration etc must be clearly mentioned here. The language being used should be very formal and simple and there should be conciseness, completeness and clarity in what is being written. Remember that a Notice has to be written in about 40 to 50 words.
- At the end the sign, name and designation of the issuer should be there.
- A Notice should always be written in a box

The format of a typical Notice

| | | | |
|--|---------------------------------|-----|--------|
| Name of the institution /organization | | | |
| NOTICE | | | |
| Date : | | | |
| | <u>Caption / Heading</u> | | |
| Body | of | the | Notice |
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| | | | |
| | | | |
| | | | |
| <u>Sign :</u> | | | |
| <u>Name :</u> | | | |
| <u>Designation</u> | | | |

- 1) You are Arun Raj, the Head Boy, Oxford Public School, Kozhikode. Your school is going to conduct Annual Day Celebration in a grand manner. Draft a Notice on the Notice Board of your school informing the students about this mega-event and also urging everyone to actively participate in different cultural programmes to make the event a colourful and memorable one.

OXFORD PUBLIC SCHOOL, KOZHIKODE

NOTICE

20th Oct, 2020

Annual Day Celebration

All students are hereby informed that as per School Calendar the Annual Day is going to be celebrated in a grand manner in the school on 15th Nov, 2020. Even though many events and programmes are going to be conducted, the main attraction on the occasion is a colourful Cultural Bonanza in the school auditorium from 3 pm to 6 pm. Talented as well as interested students to participate in the cultural programmes may submit their names to the undersigned on or before 10th Nov, 2020.

Arun Raj
Head Boy

- 2) You are Balram, Secretary Students' Union, Geeta Vidya Mandir, Kanpur-2. Write a notice for the school notice board requesting contributions from the students for the victims of an earth quake / cyclone.

GEETA VIDYA MANDIR, KANPUR-2

NOTICE

5th Oct, 2020

Help! Help! Help!

All of us are aware that the earth quake / cyclone in Maharashtra/ Orissa/Gujarat has caused a great havoc to the life and property of several people. Most of them have become destitute and helpless. So, they need immediate help. It has been decided by the Students' Union to contribute at least Rs. 50/- or more per student. This contribution will be sent to the Prime Minister's Relief Fund. Please give your contributions within three days to the School Supdt and get receipt.

Balram
Secretary, Students' Union

- 3) You are Sreekumaran Nair, Secretary, Anand Apartments Residents' Welfare Association, Church Road, Trivandrum-7. Draft a notice to be circulated to all the members of your association to attend a meeting to discuss and decide the programmes in connection with 'Onam' celebrations .

Anand Apartments Residents' Welfare Association, Trivandrum

NOTICE

24th Aug, 2020

Meeting in connection with 'ONAM' celebrations

The office bearers of **Anand Apartments Residents' Welfare Association, Trivandrum** have decided to convene a meeting of all members to discuss and decide the programmes in connection with 'ONAM' celebrations of this year.

Venue : Association Office

Date : 28th Aug, 2020

Time : 5 pm

It will be an occasion for all the members to meet and chat and express their views in this connection. Hence all are requested to attend the meeting well in time with their new generated ideas.

Sign :

Sreekumaran Nair

Secretary, AARWA

Worksheet

- 1) You are R. Murugan, Sports Captain of King's Public School, Nagarcoil-4. Write a notice in about 50 words for the school Notice Board informing the students about the inter-school Basketball Match to be played. Give all necessary details of the match.

- 2) You are Deepika, Secretary Excursion Club, DAV Public School, Dehradun. Write a notice for the school Notice Board inviting names from students for a trip to Ajanta Ellora Caves that you propose to organize.

- 3) You are Praveen Gupta, Convener, English Literary Association of Patel Memorial School, Patna-7. Write out a notice for Notice Board inviting names of those who would like to participate in the proposed Inter-house Debate and Elocution Contest.

- 4) You are Pushpa / Puja, the Head Girl of Mother Teresa Public School, Vijayawada. The Social Service League of your school is planning to organize a Cultural Show in aid of mentally retarded children of your town. Write a notice in not more than 50 words for your school Notice Board giving necessary information about the programme.

- 5) You are Robert George, Secretary of ABC Colony Welfare Association, Anjugramam. Write a notice to be circulated among all the residents of the colony informing them that there will be no water supply in your colony on 4th and 5th of October, 2020 due to maintenance work.
