

Notice Writing

What is a notice?

A notice is a written or printed announcement (Example - a notice for sale). It is written in order to inform a large number of people about something that has happened or is about to happen. It could be an upcoming event, competition, Lost and found notice or just a piece of information to be delivered to the targeted audience. It is generally written in a formal tone. Notices are factual and to-the-point. The language used is simple and formal, not flowery. They are put up on display boards in schools or at public places.

. Notice Writing Tips

- i. Do not cross the word limit to avoid penalty of marks. The prescribed word limit is 50 words.
- ii. Repetition of any information should be avoided.
- iii. Always enclose the notice in a box. Make sure you draw the box with a pencil.
- iv. Keep your notice short, crisp and to-the-point.
- v. Highlight the word "NOTICE" and "TITLE". It can be either bold or underlined.
- vi. The title should be captivating and eye-catching.
- vii. Don't make hypothetical information and facts. Make use of what's give in the question.
- viii. Make sure you do not mention your personal information.
- ix. Make use of all the available information in the question.
- x. Your answer shall include answers to all the 5 W's – What, Why, When, Where and Who.
- xi. The purpose for which it is being written should be stated clearly.
- xii. Focus on presentation and clarity.

Format of a Notice

A Notice must cover the following points –

1. Title – A notice should have an appropriate title.
2. It should give information what the event is about.
3. A notice should tell when the event will be held.
4. The venue of the event should be disclosed in the notice.
5. It should carry the name and designation of the issuer of the notice.
6. A notice should also mention the date on which it is issued.
7. It has to be written within the given word limit.

Name of issuing agency / authority	
Date:	"Title / Subject"
	Body of the notice
Signature of issuer	
Name of issuer	
Designation of issuer	

Exercise: You are Asma/Ashish, the head girl/boy of XYZ department. Your department is soon going to publish the annual magazine next month. Write a notice for the notice board of your school inviting students to submit write-ups.

Answer:

XYZ DEPARTMENT
NOTICE
March 01,2019
CALL FOR SUBMISSIONS

This is to inform all the students that our school is going to publish its annual magazine next month. All those who wish to contribute can mail their entries to xyzmagazine@gmail.com. Write-ups will be accepted latest by March 30,2019 till 11:59 pm. You can take any topic of your choice. For further information, contact your respective class teachers.

Thank you

Asma/Ashish
Head Girl/Head Boy

Exercise 2: You are Ruhi/Rahul, head girl/boy of ABC University. Your university is going to organize an inter-school singing competition. Write a notice for your university notice board inviting names of all the interested students.

Answer:

NOTICE
ABC UNIVERSITY
March 01,2019
INTER-SCHOOL SINGING COMPETITION

Our university is organising an Inter-school Singing Competition on March 19, 2019; Tuesday at 12pm in the school auditorium. More than 20 schools from all over the city will participate. Interested students may contact the undersigned latest by March 10, 2019.

Ruhi/Rahul
Head girl/boy