

NOTICE WRITING

A notice is a formal means of communication. The purpose of a notice is to announce or display information to a specific group of people. Notices are generally meant to be pinned up on specific display boards whether in schools or in public places. Notices issued by the government appear in newspapers.

Format:

A notice should be written in the following format:

- the name of the organisation issuing the notice
- the title 'NOTICE'
- a heading to introduce the subject of the notice
- the date
- the body of the notice
- the writer's signature, name (in block letters) and designation

Name of organisation/office issuing the notice	
Date	Notice
	Heading
	Body of letter
Signature	
Name	
Designation	

Points to remember:

- A well-written notice must inform the readers about the 5 Ws:
 - What is going to happen, (that is, the event)
 - Where it will take place
 - When it will take place (that is, the date and time)
 - Who can apply or is eligible for it
 - Whom to contact or apply to (that is, the issuing authority)
- Only the most important points should be written.
- A.O.D. – that is, any other detail given in the question.
- One is free to add any relevant information not included in the question.
- The sentences should be short and grammatically accurate.

- They should be in the passive voice as far as possible.
- The notice should be presented within a box.
- The word limit for a notice is 40–50 words (only the words in the body of the notice are counted).
- Information given in a notice must be clear and should not cause any misunderstanding or confusion.
- A notice must be catchy and appealing – it should attract the reader’s attention at once.
- Increase the visual appeal of your notice by using bold letters, catchy slogans, striking words and phrases, etc.
- Standard abbreviations are allowed.

Marking scheme

The name of the organisation, ‘NOTICE’, the heading and the date	— 2 marks
The name and designation of the person writing	— ½ mark
Placing the notice within a box	— ½ mark
Content and language	— 2 marks

Adherence to the word limit is important:

- If the candidate exceeds the word limit by 2 or 3 words, ½ mark is deducted.
- If he/she exceeds the word limit by 4 or more words, 1 mark is deducted.

Value points in a notice

Meeting
Date:
Time:
Venue:
Agenda:
Purpose:
Who to attend:
Contact Address:
Specific Instructions:

Lost and Found

Article lost/found:
Date:
Time:
Place:
Identification marks:
Contents:
Whom to contact:
When and where:

Events

Name:
Date:
Occasion:
Time:
Venue:
Eligibility:
Contact address:
Specific information:

Tours / Camps / Exhibitions

Name and nature:
Occasion:
Venue:
Date:
Objective-information, invitation, appeal:
Entry fee:
Time duration:
Contact address:
Specific instructions – dos and don'ts:

Sample notices:

1. The Residents' Welfare Association, Green Park is organising a 'Holi Fiesta' in the locality. As the president of the association, draft a notice in not more than 50 words informing the residents about the same. Give other essential details too.

Residents' Welfare Association

Notice

10 Jan 2007

Holi Fiesta

The Residents' Welfare Association is organising a Holi bash in the colony as per the following details:

Date : 17 February 2007

Time : 9 am to 5 pm

Venue : Green Park Club

The residents are requested to come along with their families and friends and add colour to the rejoicings.

Ravi

Ravi Kumar

President, RWA

2. On the occasion of National Science and Technology Day, the school has decided to organise a Science Fair. Vikram, the secretary of the Science Society, wants to call a meeting of the office bearers of the society to discuss the arrangements for the fair. Write a notice is not more than 50 words.

Delhi Public School, New Delhi

Notice

13 April 2007

Meeting of Science Society

On the occasion of National Science and Technology Day, the school has decided to organise a fair. All office bearers are requested to attend a meeting in the School Library on 16 April 2005 at 10 am to discuss the arrangements for the fair.

Vikram

Vikram Singh

(Secretary, Science Society)

3. Ram Lakhani is the Head Boy of Bhavan Vidyalaya, Chandigarh. He and some other students of the school are touched by the plight of the poor

and the destitute in the state-run homes, and wish to make a difference in their lives by lessening their sufferings. They decide to raise funds for this purpose. Write a notice, not exceeding 50 words, making an appeal for generous donations.

**Bhavan Vidyalaya, Chandigarh
Notice**

6 May 2007

**Attention Please!
Lend a Helping Hand**

Your help and co-operation are required to make a difference in the lives of the less fortunate living in the state-run homes. Donate generously. Deposit your contribution to the undersigned by 13 May 2007. The money so raised will be spent on medicines and clothes for the inmates.

Ram
Ram Lakhani
(Head Boy)

4. You are Parthasarthy Mishra, the Head Boy of St John's High School, Dalhousie. You have been asked to write a notice regarding a sports kit bag found on the school playground. Write the notice in not more than 50 words. Invent necessary details.

**St John's High School, Dalhousie
Notice**

10 April 2007

Found – A Sports Kit Bag

A sports kit bag was found on the playground on 9 April 2007 during the recess period. Anyone who has misplaced a grey sports bag with huge pockets can collect it from the undersigned within two days, that is, by 12 April 2007.

Parth
Parthasarthy Mishra
(Head Boy)

5. You are the cultural secretary of your school. Write a notice in about 50 words inviting the names of students who would like to participate in the variety programme that you are planning in aid of an old age home in your city. Items may be in the form of solo and group singing, mono-acting, magic show, dance performance, etc. Trials for the most suitable participants will be held during the zero period everyday.

**Blooming Flowers School
Notice**

10 July 2007

Sandhya Tara

Our school is organising a cultural programme to collect funds for 'Sandhya Tara', a home for the elderly. We plan to include a dance drama, mono acting, a magic show and other items. Students who wish to participate should submit their names to the undersigned before 20 October 2007. Trials will be held daily in the zero period.

S Walia
Sandeep Walia
Secretary, Cultural Society