NOTICE WRITING

Notice is a written or printed announcement. It is written in order to inform a large no of people about something that has happened or is about something that has happened or is about to happen. It should be

- Factual
- To the point
- Third person voice

Notice is a formal means of communication. The purpose of notice is to announce or display information to a specific group of people.

Format:

A notice shoud be written in the following format

- a) The name of the organization issuing the notice
- b) The title 'NOTICE'
- c) The Date
- d) A heading to introduce the subject of the notice
- e) The body of the notice
- f) The sign of the Authoritarian signature

Name of the organization

Date

NOTIC TITLE Body of the letters:

Authoratory signature With designation

Points to be remember while writing a Notice:

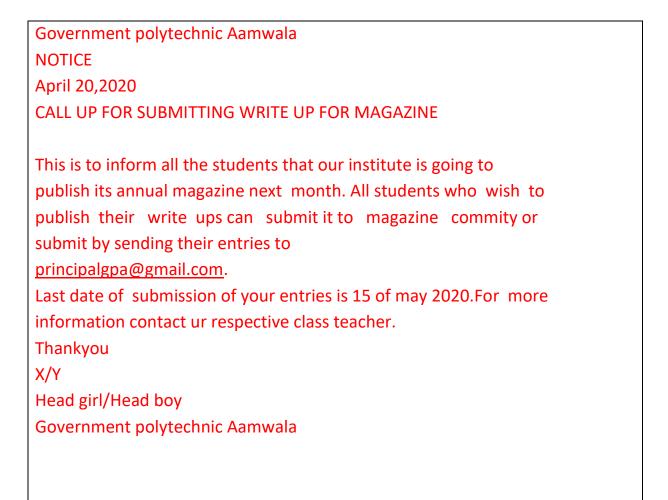
- Write in a precise form donot cross the word limit
- Repetition of any information should be avoided
- Always inclosed the notice in a box
- Keep your notice short and to the point
- Highlight the word "NOTICE" and "TITLE"
- The title should be eye catching
- Use only the factual information given
- Focus on presentation and clearitity

Types of Notice:

- (i) Meeting Notice
- (ii) Lost and Found Notice
- (iii) Events notice
- (iv) Tours / camps/Exhibitions Notice
- (v) Official notice
- (vi) Competition

EXAMPLE

1:-You are X/Y, the head girl/boy of government polytechnic Aamwala.your institute is going to publish collage magazine next month. Write a notice for the notice board of your institute inviting students to submit write ups.



PROBLEM FOR PRACTICE

1:-You are head of activities group of your institute .Inform all the students about aquiz competition going to held in your institute on science day.

2:-As principal of G.P.international school ,draft a notice in not more than 50 words informing students about change in school timing with effect from 10 may2020, state valid reason for the change.

3:-You are secretary of the science club of your institute. Draft a notice in not more than 50 words informing students a proposed visit to some important

Science workshop in your city.

4:-You are member of a placement cell of your institute . Draft a notice for final year student for to take part in pool campus organizing by your institute with proper criteria.

Prepared by

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