

# 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 should 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	<b>NOTICE</b> <b>TITLE</b>
	Body of the letters:
Authoratary signature With designation	

Points to be rememberwhile 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 clarity

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.

Government polytechnic Aamwala

NOTICE

April 20,2020

CALL UP FOR SUBMITTING WRITE UP FOR MAGAZINE

This is to inform all the students that our institute is going to publish its annual magazine next month. All students who wish to publish their write ups can submit it to magazine commity or submit by sending their entries to [principalgpa@gmail.com](mailto:principalgpa@gmail.com).

Last date of submission of your entries is 15 of may 2020.For more information contact ur respective class teacher.

Thankyou

X/Y

Head girl/Head boy

Government polytechnic Aamwala

## 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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