

NOTICE WRITING

A notice is the most common method of communication which gives information regarding an important event that is about to take place. It's a formal means of communication. It is widely used by individuals, and organizations to announce events and celebrations, births and deaths, meetings, inaugurations or sales, tours and camps, to issue public instructions, to make appeals etc. Most notices are meant to be pinned up on the notice boards; whereas notices issued by the Government departments also appear in newspapers. With the help of the notice information is displayed publicly for others to know and follow.

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)
 - A.O.D. – that is, any other detail given in the question should be mentioned.
 - 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).
 - ❖ A good notice is always to the point and leaves no scope for further enquiries without compromising on the word limit.
 - 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.
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FORMAT

Name of the Institution, Place
The word “NOTICE”
Date of issue
Proper heading /title
Relevant content
Sd/ Name and designation of the issuing authority

SAMPLE

Q. The Golden Jubilee Celebrations of your school are underway. Construct a notice for the students for participation in various activities to be organized on the occasion. You are the Darshan, the Cultural Secretary of your school.

Blooming Flower School, Ranikhet
NOTICE
20 th April 2016
Golden Jubilee Celebrations
In order to celebrate the 50 th anniversary of the school, a cultural bonanza is being organized on the evening of 29 th May 2016 on the school grounds. The main highlight of the programme will be the dance- drama ‘Towards the Golden Dawn’. There will be a host of other activities besides this. Interested students may give their names to the Cultural Secretary latest by the 25 th April 2016. Auditions will be conducted on 29 th April 2016.
Darshan
(Cultural Secretary)

Practice Questions:

1. You have planned a six week course to help the children of your Housing Society complex in developing their communication skills. Prepare a notice for the Society’s Notice Board stating the objectives of the course and give all necessary details asking the people to join the course. Mention the eligibility, timing, venue and the fees. You are Yashwant Rai, an effective communicator and a member of the society.
2. The Students’ Council of your school has organized an Excursion to Mumbai and Goa for the students of classes XI and XII during Winter Break. As President of the council, write a notice in not more than 50 words telling the students about this excursion and inviting their names for joining it.