

# Notice Writing

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## Introduction

The purpose of writing a notice is to provide necessary information about an event or activity that is to take place in the near future. This event could be an exhibition, an excursion, a competition, a camp, an inauguration, a meeting, etc.

### Points to remember:

1. A notice should always be enclosed in a box.
2. Name of the school/organization must always be placed at the top center position and written in block letters.
3. The word 'Notice' and the title must also be written in block letters.
4. A notice should contain all the necessary details, such as:

- Name of the issuing agency (school, etc)
- Subject and date of issue/release of the notice
- Event (*what?*)
- Date and time/duration (*when?*)
- Place/Venue (*where?*)
- What has to be done in order to participate
- whom to contact
- name and designation of the authorized signatory

5. If required, lines like 'for further details, contact the undersigned' may be included in the end.

### Tips to score more

1. A notice should preferably be written within 50-60 words, which includes only the body of the notice and not the school name, notice, title, date of issue or the name and designation of authorized signatory.

2. A notice should be written in a formal language and pompous lingo must be avoided.
3. It should be precise and to the point. Irrelevant information should be avoided.
4. Special care should be taken to maintain coherence in the body of the notice.
5. Ensure that the format of the date is correct. Some of examples are 6 July 2012 or 6/7/2012 or July 6, 2012
6. In case the question does not bear the name of the school or organization or the authority writing the notice, students must use names like ABC or PQR or XYZ.

### **Suggested samples to begin a notice**

- The school is organizing/hosting/conducting a ..... to promote/encourage/provide an enriching opportunity for/to...
- All the students of the school are hereby notified that....
- Selection/meeting for .... will be held on... at ....
- All the members of... are requested to attend ....

### **Debate Competition**

**Q. Your school has planned an inter class debate competition. Write a notice for the school notice-board informing students of the competition. Give details like date, time, venue, contact person etc. in 50-60 words.**

**Answer:**

|                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>XYZ SCHOOL</p> <p>NOTICE</p> <p>INTER-CLASS DEBATE COMPETITION</p> <p>Aug 14, 20xx</p> <p>An inter-class debate competition will be held on Aug 20, 20xx at 11 A.M. in the conference hall. The topic for the debate is 'Development in Science – boon or bane'.</p> |
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Interested students may give their names to the undersigned on or before Aug 18, 20xx.

For any query, contact the undersigned.

ABC

Head Boy

## **Drawing Competition**

**Q. You are the head of the Creative Society of your school, which is organizing a drawing competition. Draft a notice in 50-60 words, asking your school students to participate.**

**Answer:**

XYZ SCHOOL, Indore

NOTICE

ANNUAL DRAWING COMPETITION, 20xx

June 19, 20xx

Our school is organising the 'Annual Drawing Competition, 20xx' which will be held on June 27, 20xx. Students are welcome to participate and display their creativity. Kindly register for the same by contacting the undersigned latest by June 22, 20xx.

ABC

Creative Society Head

## **Class Decoration competition**

**Q. Your school has planned to organize a class decoration competition on the theme 'Diwali' for the students of class VI to VIII. Write a notice in 50-60 words, on behalf of the Head boy, for the school notice board, informing students about the competition.**

**Answer:**

XYZ SCHOOL

NOTICE

CLASS DECORATION COMPETITION

November 2, 20xx

Our school is organizing a class decoration competition for the students of class VI to VIII on November 5, 20xx. The theme for decoration is 'DIWALI'. All the students are encouraged to participate in the competition and make it a success. The competition will be judged by the school Principal at 2 P.M.

PQR

Head Boy

**Dance Society Meeting**

**Q. Write a notice, in 50-60 words, informing the Dance society of your school about a meeting which is going to be held to discuss the forthcoming Inter-School Dance competition.**

**Answer:**

XYZ SCHOOL

NOTICE

DANCE SOCIETY MEETING

Oct 9, 20xx

A meeting will be held on October 10, 20xx to discuss the forthcoming inter-school dance competition. All the members of the Dance Society are requested to assemble in the dance practice room by 8:20 A.M. for the meeting.

ABC

In charge

Dance society

## Tree Plantation

**Q. You are Ranbeer, the president of the Environment Club of your school. In order to make the students aware of the advantages of tree plantation, the club has organized a Tree Plantation camp. Write a notice in 50-60 words, asking for the names of the students of the junior wing who wish to participate in the camp.**

**Answer:**

XYZ SCHOOL

NOTICE

TREE PLANTATION CAMP

13 Aug 20xx

A Tree Plantation Camp will be organised by the Environment Club on Aug 20, 20xx. All the students of the junior wing, who are interested in participating, are requested to give their names before Aug 18, 20xx to their respective class teachers.

Ranbeer

President

Environment club

## Glass Painting Workshop

**Q. As the head of the creative society of your school, you have planned to organize a three-day workshop on glass painting for the students of class VI to VIII. Write a notice to be put up on the school notice board inviting students to be a part of the workshop.**

**Answer:**

XYZ SCHOOL

NOTICE

GLASS PAINTING WORKSHOP

Oct 29, 20xx

The creative society of our school will be organizing a three-day workshop on glass painting for the students of class VI to VIII. The workshop is scheduled from Nov 5 to Nov 7. Interested students can obtain details and give their names to the undersigned by Nov. 3, 20xx.

ABC

Head

Creative Society

**Urgent Meeting of Monitors and Prefects**

**Q. You are the monitor of your class. Your class teacher has asked you to put up a notice for all the class monitors and prefects of classes VI to VIII, requesting them to assemble in the Meeting Room tomorrow morning after the 1st period as the principal will be holding a meeting of about 20 minutes.**

**Answer:**

XYZ SCHOOL

NOTICE

URGENT MEETING

May 15, 20xx

All the monitors and prefects of classes VI to VIII are requested to assemble for a twenty-minutes meeting arranged by the Principal. The meeting will be held tomorrow morning after the first period in the Meeting Room at 9.30 A.M. Kindly assemble on time.

ABC

Class Monitor

Class VIII-A

## Wrist Watch Lost

**Q. You lost your Titan wrist-watch in your school. Draft a notice, in not more than 50 words, to be placed on your school notice board. You are a student of Class XII of Rani Ahalya Devi Senior Secondary School, Gwalior. Sign as Rani / Ram.**

**Answer:**

RANI AHALAYA DEVI SENIOR SECONDARY SCHOOL, Gwalior

NOTICE

LOST AND FOUND

22 October 20xx

A Titan wrist watch has been lost in the school auditorium on 21st of October 20xx. The watch has a blue dial and black strap. Anyone who finds it is requested to return it to the undersigned. The finder will be rewarded with a treat in the school canteen.

Ram

Class XII A