

Notice Writing

A Notice a formal means of communication. The purpose of a Notice 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 organization 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.
- 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 is 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.

Solved Examples

Question 1.

On the occasion of APJ Abdul Kalam’s Birthday, the school has decided to organize 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 in not more than 50 words.

Answer:

Delhi Public School, Ghaziabad

Notice

13 April 20XX

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 1 May 20XX at 10 am to discuss the arrangements for the fair.

Vikram Singh

(Secretary, Science Society)

Question 2.

Ram Yadav is the Head Boy of Vidhya Bhavan, New Delhi. 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.

Answer:

Vidhya Bhavan, New Delhi

Notice

6 May 20XX

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 20XX. The money so raised will be spent on medicines and clothes for the inmates.

Ram Yadav

(Head Boy)

Question 3.

You are Raman Malik, the head boy of R.K. Inter College, Shimla. Your school is organizing a tour to Sikkim. Write out a Notice inviting students who want to join the tour. Put the Notice in the box.

Answer:

R.K. Inter College, Shimla

Notice

Tour to Sikkim

7th July 20XX All the students will be pleased to know that our school is organizing a five day tour to Sikkim, as per details given below:

Classes – VI to X :

Date of departure – 22nd July 20XX

Date of arrival – 26th July 20XX

Those who are interested may deposit Rs. 3000/- per head. The cost is inclusive of sightseeing, boarding and lodging at a 3-star hotel. Please do so by 12th July.

Raman Malik

Head Boy

Question 4.

You are Rajeev Kumar, the Cultural secretary of Laxman public school, Bhilai. Write a Notice on behalf of your school inviting all grandparents of the students of your school to celebrate World Elders' day.

Answer:

Laxman Public School, Bhilai

Notice

Celebrating World Elder's Day

30 October 20XX

All the students are hereby informed that our school is celebrating World Elder's Day on 17th November. Interested students are requested to bring their grandparents on that day at 5 pm in the school hall.

Rajeev Kumar

Cultural secretary

Question 5.

You are Abhaya, the sports captain of St. Mary's school, Dehradun. Write a Notice in 50 words for the school Noticeboard informing the students about the inter-school cricket tournament to be played.

Answer:

St. Mary's School, Dehradun

Notice

Interschool Cricket Tournament

12 December, 20XX

An interschool cricket tournament will be played between the teams of our school and Delhi Public School in our school playground on 25th December at 4 pm onwards. Don't miss the opportunity.

Abhaya

Sports captain

Question 6.

You are Vijaya, the head girl of Sommerville Public School, Greater Noida. Your school has decided to hold a fete in the school playground. The Principal has asked you to

write a Notice about this fete inviting the students and the teachers to participate in it.

Answer:

Summerville Public School, Greater Noida

Notice

Fete

7 October, 20XX

The school has decided to organize a fete in the school playground on 10th and 11th October, 20XX. All the students and teachers are requested to give their names for the booking of stalls. Your cooperation is needed to make the fete a grand success. For other details please contact the members of the cabinet.

Vijaya

Head girl

Question 7.

You are Monika Sharma, the head girl of St Mary's school, Agra. Draft a notice, informing the students of classes IX to XII about a workshop on 'table manners and etiquettes' to be held in the school premises. Give all the necessary details.

Answer:

St Mary's School, Agra

Notice

10th October, 20XX

Workshop on Table Manners & Étiquettes

All students of class IX to XII hereby informed that our School is organizing a workshop on "Table manners and etiquettes" that will be held in the school auditorium on 15th October, 20XX (Wednesday) at 9:00 am. It is mandatory for all the students to attend the workshop. For any type of query please contact the undersigned.

Monika Sharma

(Head girl)

Question 8.

You are the student of DAV Public School, Patna. Your school is holding a cultural fiesta for collecting funds for the flood victims of Uttarakhand. Draft a Notice for your school Noticeboard giving details of the programme. Sign yourself as Karan Mittal, cultural secretary.

Answer:

Dav Public School, Patna

Notice

15th December, 20XX

Appeal for Flood Victims This is to inform all the students of all the classes that a 'cultural fiesta' is being organised by the school. The money collected will go to the 'Prime Minister's Relief Fund for the flood victims of Uttarakhand. The programme is as follows.

Date: 21st December, 20XX

Time: 4:00 pm

Venue: school auditorium

Ticket: Rs. 100 each

Chief guest: Mr. S.K. Goswami, DM, West Division For further details contact the undersigned.

Karan Mittal

(Cultural Secretary)

Question 9.

Vaibhav Raj the Vice head boy of Bal Bharti Public School, Dehradun. Your school is organizing an inter class drawing and painting competition for classes V to VII. Draft a notice, words inviting students to participate.

Answer:

Bal Bharti Public School, Dehradun

Notice

5th July 20XX

Drawing and Painting Competition

This is to inform all the student of classes V to VII about the drawing and painting competition to be held in the school.

Date :15 July 20XX

Time : 10.00 to 12.00

Venue : Drawing Room

Prize : First – Rs. 2000, Second – Rs. 1500, Third – Rs. 1100

Certificate will be awarded to all participants. Drawing sheet will be provided by the school. Bring your own colourbox, Pencil etc. For further details contact the undersigned.

Vaibhav Raj

Vice head boy

Question 10.

You are the student editor of Gandhi Memorial School, Delhi. Write out a Notice in not more than 50 words inviting names of those who would like to give articles, stories, cartoons etc. for the school magazine 'Chakor'.

Answer:

Gandhi Memorial School

Notice

5th April, 20XX

“Chakor is yet to print CHAKOR (School magazine) is going to be published very soon. The student writers are advised to submit their own literary works – articles, stories, cartoons, poems etc. – to the undersigned on or before 15th April, 20XX.

Shanti Mittal

Student Editor