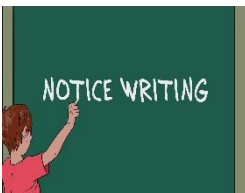




INDIAN SCHOOL AL WADI AL KABIR

CLASS: VI	Department: ENGLISH	Date of Submission: OCTOBER 2022
Worksheet No. 16	TOPIC: NOTICE WRITING	Note: To be written in the language notebook

NOTICE WRITING



A notice is a written or printed news announcement or information. Notices are either displayed at prominent places like schools, offices or published in newspapers/magazines. Notices are effective means of disseminating information related to different issues or occasions and reach to a large number of persons in a short time. Hence; a notice is written in simple and formal language. It is clear, brief and to the point.

How to write a Notice?

Name of the Organization-It refers to the name of the institution of which the person writing a notice is a part. It is written on the top of the page, it helps the readers identify who issued the notice.

Title- 'Notice'- This title says "notice", It lets the readers know that they are going to read the notice.

Date - The date is written on the left corner of the notice after leaving a line. As the notices are formal communication, the date of issuing a notice is very important. The date should be written in a proper format, which is clear and easily understandable.

Heading - Heading explains what the notice is about in brief. Heading should reflect the content of the meeting. It is just like a 'subject' of an email, which gives a synopsis or purpose of the communication

Body - The body of the notice includes the main content for which the notice was issued. The body should contain all the necessary information required in the notice like the time of an event, the venue of the event, and a date. It is written in a very precise language avoiding any extra details and adhering to the specified word limit of 50 words.

Signature and Designation – The notice ends with the signature of the person who composes the notice and their designation (in capital letters). It helps the readers to understand who has issued the notice.



A Notice should:

1. Be brief, but must contain all the necessary information.
2. Use impersonal language and avoid the use of first person.
3. Use passive voice as far as possible.
4. Have an eye-catching caption, preferably a phrase and not a sentence.
5. Have all details (what, why, where, when, who, whom) in their order of importance and in crisp, short sentences.
6. The main content of the notice should not exceed 50 words.
7. Always be in a box.



Format:

Name of Institution / Organization, Place

NOTICE

Date of Issue

E.g. 1st October, 2020

Heading

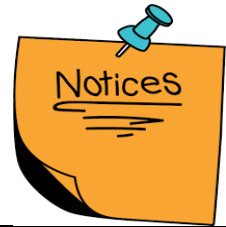
Content [Body of the Notice (including details like date, day, time, venue, name of the concerned person, etc.)]

Signature

Name

Designation (means post of person)

Sample Notices:1



SARVODAYA SCHOOL, NEW DELHI NOTICE

27th October, 2022

Kind Attention: All House Captains

The Sports Day of the School will be held on 20th November, 2022 in the school playgrounds. Captains should submit the names of the participants to Mr. Singh by 4:00 p.m. on 6th November. Any delay or wrong information will lead to disqualification.

Please meet the undersigned for further clarifications.

Rajiv Sharma
Sports Captain

Sample Notice:2

D.V. PUBLIC SCHOOL, MUMBAI NOTICE

22nd October, 2022

Excursion to Lonavala

Our school has planned a four-day excursion to Lonavala Hill Station during the autumn break from the 10th to 13th November. Activities such as trekking, mountain biking, nature walks are the highlights of the trip. The total cost of this trip is ₹ 8,000. Students desirous to join this trip may give in their names along with the money and a consent letter from their parents to the undersigned latest by the 1st of November.

Namita
Head Girl
XII – A

Practice Questions:



1. The English Club of Atharva International School plans to hold an elocution competition based on speeches from Shakespeare's plays to promote awareness of the dramatist's works. As Secretary of the Club, draft a suitable notice for the Students' Notice Board, informing the students of the day, time and place for auditions. Do not omit any relevant information from your notice. You are Satish Kapoor/Saumya Kapoor, Secretary, Drama Club. Your notice should not exceed the limit of 50 words.

2. Your school is organizing a carnival. Write a notice inviting students to donate their old pieces of clothing, books, and other articles to be sold in the carnival. Sign yourself as the Secretary of the social club of your school.

3: You are Mrs. Pandey. You have lost your dog when you took it for a walk. Write a notice to be put up on the notice board of your building giving all the necessary details of the dog.

