



INDIAN SCHOOL AL WADI AL KABIR

Class: VII	Department: ENGLISH	Date of Submission: December, 2023
WORKSHEET NO. 19	Topic: NOTICE WRITING	Note: NOTEBOOK

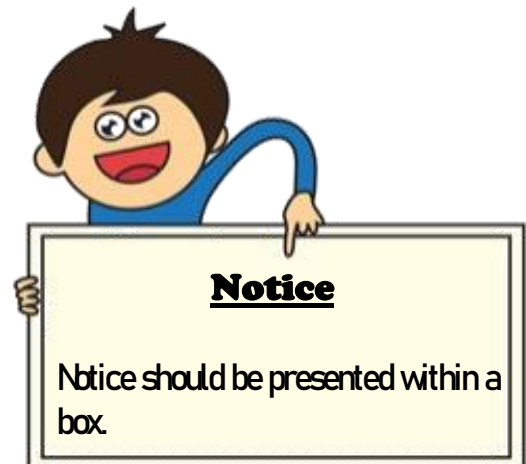
NOTICE WRITING



Notice writing is a formal means of communication. The purpose of notice writing is to bring to notice a certain piece of information to a group of people. They are generally pinned in any common area where the concerned people can read them.

A Notice should contain the following information:

- ✍ The name of the organization issuing the Notice.
- ✍ The title 'Notice'.
- ✍ A heading to introduce the subject of the Notice.
- ✍ The date of issue.
- ✍ The body of the Notice.
- ✍ The writer's signature, name and designation.



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)
- The word limit for a Notice is **40 - 50** words.
- The information given in a Notice must be clear and should not cause any misunderstanding or confusion.

Format

Name of Institution / Organization, Place

NOTICE

Date: date / month / year
E.g. 12th December, 2023

Heading
Body / Content

Signature
Name
Designation (means post of person)



SAMPLE NOTICE:

You are Arjun /Arunima, Secretary, Music Club, Akash Public School, Agra. Your club is going to organize an inter-house singing competition. Write a notice in about 50 words inviting names of the students who want to participate in it. Give all the necessary details.

AKASH PUBLIC SCHOOL, AGRA

NOTICE

10th December, 2023

INTER-HOUSE SINGING COMPETITION

The Music Club of our school is organizing an inter-house singing competition for classes 6 to 12 on 19th January, 2024. Those students who want to participate in the competition are hereby invited to give their names to the undersigned by 15th December in the Music Room.

Signature
Arjun/Arunima
(Secretary, Music Club)

Exercise:

1. You are Amar/Amrin, Secretary, Cultural Club, Aryamba Public School, Kochi. A charity show has been arranged in your school in aid of cancer patients. Write a notice to be displayed on the school notice board informing the students about the show and asking them to cooperate and make it a success. Draft the notice in not more than 50 words giving all necessary details.
2. You are Reshma/ Ranjan Head Girl/Head Boy of Moonrise Public School, Chandigarh. Your school is going to organize a cooking competition. Write a notice to be displayed on the school notice board informing the students about the competition and inviting them to participate. Draft the notice in not more than 50 words giving all necessary details.

