



## INDIAN SCHOOL AL WADI AL KABIR

GRADE VII	Department: ENGLISH	Date of Submission: January, 2023
WORKSHEET NO. 21	Topic: NOTICE WRITING	Note: To be done in notebooks

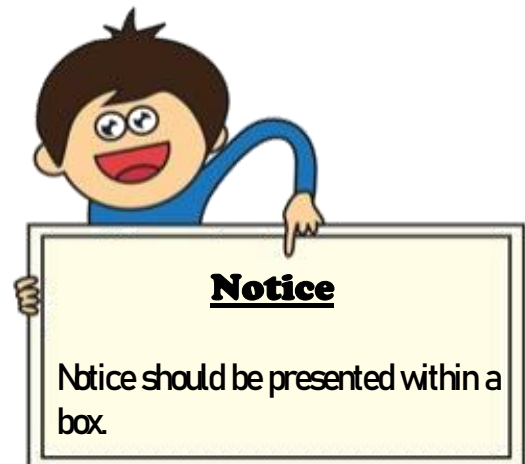
# NOTICE WRITING



**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.
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Name of the Institution / Organization, Place

(space)

Date: Date/Month/Year Notice

(E.g.: 10<sup>th</sup> October, 2021) (space)

Heading

(space)

(Body/Content of the Notice)

(space)

Signature

Name

(Designation)

← **Format**



### **SAMPLE NOTICE:**

On the occasion of National Science and Technology Day, the school has decided to organise a Science Fair. Devika Dande, 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.

DELHI PUBLIC SCHOOL, NEW DELHI

2<sup>nd</sup> January, 2023

NOTICE

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 19<sup>th</sup> January, 2023 at 10 am to discuss the arrangements for the fair.

Devika

Devika Dande

(Secretary, Science Society)

**Exercise:**

1. You are the Cultural Secretary of your school. You have been asked to inform students of Classes VI to VIII about an Inter School Dramatics Competition to be held on 16<sup>th</sup> February, 2023. Draft a notice not exceeding 50 words with all the necessary details.
2. You are Rachit /Arya, the head boy/girl of Ryan Public School, Ghaziabad. Your school is organizing a cultural programme to raise the funds for an orphanage in your city. Write a notice for your school notice board, informing the students about the same. Include necessary details and write the notice in not more than 50 words.

