

NOTICE WRITING

A notice is a formal means of communication. The purpose of a notice is 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 organisation 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.
- A.O.D. – that is, any other detail given in the question.
- 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 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.

Marking scheme

The name of the organisation, ‘NOTICE’, the heading and the date	— 2 marks
The name and designation of the person writing	— ½ mark
Placing the notice within a box	— ½ mark
Content and language	— 2 marks

Adherence to the word limit is important:

- If the candidate exceeds the word limit by 2 or 3 words, ½ mark is deducted.
- If he/she exceeds the word limit by 4 or more words, 1 mark is deducted.

Value points in a notice

Meeting
Date:
Time:
Venue:
Agenda:
Purpose:
Who to attend:
Contact Address:
Specific Instructions:

Lost and Found

Article lost/found:
Date:
Time:
Place:
Identification marks:
Contents:
Whom to contact:
When and where:

Events

Name:
Date:
Occasion:
Time:
Venue:
Eligibility:
Contact address:
Specific information:

Tours / Camps / Exhibitions

Name and nature:
Occasion:
Venue:
Date:
Objective-information, invitation, appeal:
Entry fee:
Time duration:
Contact address:
Specific instructions – dos and don'ts:

Sample notices:

1. The Residents' Welfare Association, Green Park is organising a 'Holi Fiesta' in the locality. As the president of the association, draft a notice in not more than 50 words informing the residents about the same. Give other essential details too.

Residents' Welfare Association

Notice

10 Jan 2007

Holi Fiesta

The Residents' Welfare Association is organising a Holi bash in the colony as per the following details:

Date : 17 February 2007

Time : 9 am to 5 pm

Venue : Green Park Club

The residents are requested to come along with their families and friends and add colour to the rejoicings.

Ravi

Ravi Kumar

President, RWA

2. On the occasion of National Science and Technology Day, the school has decided to organise 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 is not more than 50 words.

Delhi Public School, New Delhi

Notice

13 April 2007

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 16 April 2005 at 10 am to discuss the arrangements for the fair.

Vikram

Vikram Singh

(Secretary, Science Society)

3. Ram Lakhani is the Head Boy of Bhavan Vidyalaya, Chandigarh. 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.

Bhavan Vidyalaya, Chandigarh
Notice

6 May 2007

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 2007. The money so raised will be spent on medicines and clothes for the inmates.

Ram
Ram Lakhani
(Head Boy)

4. You are Parthasarthy Mishra, the Head Boy of St John's High School, Dalhousie. You have been asked to write a notice regarding a sports kit bag found on the school playground. Write the notice in not more than 50 words. Invent necessary details.

St John's High School, Dalhousie
Notice

10 April 2007

Found - A Sports Kit Bag

A sports kit bag was found on the playground on 9 April 2007 during the recess period. Anyone who has misplaced a grey sports bag with huge pockets can collect it from the undersigned within two days, that is, by 12 April 2007.

Parth
Parthasarthy Mishra
(Head Boy)

5. You are the cultural secretary of your school. Write a notice in about 50 words inviting the names of students who would like to participate in the variety programme that you are planning in aid of an old age home in your city. Items may be in the form of solo and group singing, mono-acting, magic show, dance performance, etc. Trials for the most suitable participants will be held during the zero period everyday.

**Blooming Flowers School
Notice**

10 July 2007

Sandhya Tara

Our school is organising a cultural programme to collect funds for 'Sandhya Tara', a home for the elderly. We plan to include a dance drama, mono acting, a magic show and other items. Students who wish to participate should submit their names to the undersigned before 20 October 2007. Trials will be held daily in the zero period.

S Walia

Sandeep Walia

Secretary, Cultural Society

WORKSHEET 8

1. There is going to be an inter-section debate for all the students of Class VIII on the topic 'Tobacco companies should not sponsor sports events'. As the cultural secretary, draft a notice providing all relevant details in not more than 50 words.
2. You are Krrish, a student of Class VIII. You have lost an expensive watch in the school premises. Draft a notice to be put up on the school notice board giving details of the watch and offering a suitable reward. Use not more than 50 words.
3. As president of the student's council of your school, write a notice is not more than 50 words asking the students of your school to donate old clothes, books and bags for the Anubhav Shiksha Kendra, a school for the underprivileged being run on your school premises.
4. The Hindustan Times Pace Programme is planning to hold fun-filled workshops on candle making and clay modelling for all Class VIII students on Children's Day in the school. As Keni Pinto, the Head Boy, write a notice informing students about it. Include necessary details and write the notice is not more than 50 words.
5. The event management company, Altitudes Expeditions, has organised an Adventure Trip of Sitlakheth in the summer vacations for interested students of Classes VIII and IX. As president of the Excursions Committee, write a notice in not more than 50 words informing students about the trip and inviting them to join.
6. Write a notice for the school notice board informing the students about the visit of the Prime Minister in your school on 20.11.2007. Write the notice in not more than 50 words asking the students to maintain punctuality, cleanliness and discipline.
7. The school has decided to organise a Christmas Carnival in the Sports Complex. The Principal has asked you, as the school Prefect, to write a notice about this carnival, inviting the students and teachers to participate in it. The notice should be written in not more than 50 words including all the relevant details.
8. The Residents' Welfare Association, New Friends Colony is organising a Diwali Bazaar in the locality. As the president of the association, draft a notice in not more than 50 words informing the residents about the same. Give other essential details about the Bazaar.

9. You are the student editor of Saagar International School, Jaipur. Write a notice inviting names of those who would like to give articles, stories, cartoons, crossword, puzzles, jokes, etc for the school magazine. Write the notice in not more than 50 words.
10. You are Rohan Kapoor, the secretary of the Science Club of your school. Write a notice is not more than 50 words informing the students about the C V Raman National Science Exhibition to be held and requesting them to participate in it enthusiastically. Inform them that outsiders, too, are welcome to this exhibition.

Additional questions for practice

1. As secretary of the Debating Club of your school, Sacred Heart High School, Chandigarh, write a notice not exceeding 50 words inviting the students to participate in the Annual Debate for Classes VII and VIII to be held on 6 November 2006. The topic for the debate is 'Should uniforms be made compulsory in school?'
2. You are Srinjan, president of the Environment Club of your school. A notice for the school notice board is to be prepared regarding the celebration of World Environment Day in school on 15 July 2006, inviting the students to participate in it by contributing at least seven potted plants from each class. Write the notice in not more than 50 words.
3. You are Chief Warden of a Boys' Hostel. You have noticed that the boys often report late for the roll-call at night and have a tendency to damage the hostel property. Write a notice informing the hostel inmates that they should refrain from doing so or else they will be penalised. Do not use more than 50 words.
4. You are John/Jane, the secretary of the Arts Club of your school. The principal has asked you to put up a notice on the school notice board informing students about the Inter-School Art Competition to be held in your school premises on 9 November 2006. Write the notice in not more than 50 words giving details like date, time, venue, prize, etc.
5. As president of the Residents' Welfare Association, Hauz Khas, New Delhi, draft a notice to be displayed on the society notice board requesting the members to donate generously for the flood-hit victims in Mumbai. They can donate in-kind or cash. Give the necessary details in not more than 50 words.
6. You are the secretary of Springleaf Housing Society Welfare Association. Write a notice to be circulated to all the residents, informing them that there will be no water supply to your society on 24 and 25 August due to maintenance work in the underground storage tank. Write the notice within 50 words.

7. You are Subhash/Suniti. You have lost your history textbook somewhere on the school premises. Put up a notice giving a description of the book and requesting the finder to return it to you. Write the notice in not more than 50 words.
8. Your school is organising 'English Week' from 7–11 September. Deepti Joshi is in charge of the literary club. She writes a notice informing the students about the event and requesting their active participation. Parents of the students are also invited. Books by famous authors in English will be displayed, special reading sessions will be held to encourage the reading habit in children, and recitation and literary quiz competitions will be held too. Imagine that you are Deepti. Write the notice in 50 words.
9. You are Sub-inspector Mahender Singh, in charge of the Mubarakpur police station. A 6-year-old boy is reported missing. With the information you receive from the parents about the physical description of the boy, you get a notice written and put up at all the vantage points within your jurisdiction. Reproduce that notice here.
10. The Sales Promotion Manager of a cold drinks company has invited your school for a tour of their cold drinks manufacturing and bottling plant. She has also mentioned that each of the young visitors will be given a free drink of their choice. As the head boy/head girl of your school, write a notice in not more than 50 words informing the students about the programme. Include the date for the trip and any other detail you think is necessary.
11. Your school, Bloomdale's Senior Secondary School, Gurgaon, is organising an inter-house skit competition to celebrate Independence Day. Scenes from the struggle for independence are to be depicted. Auditions will be held a week before the event. You are Lila/Laxman Arya, secretary of the Cultural Society of your school. Write a notice announcing the event.
12. The principal of XYZ School, Ms Sarbani Sen, knows that her young students are aware of the threat of terrorism in our lives. She feels that although they should not live in fear, there are a few precautions that they must keep in mind. She has a notice put up on the school notice board reminding her students:
 - not to pick up any bag, cell phone, doll, or even a pen that may be lying around
 - to report any suspicious incident to a responsible grown-up
 - to keep their parents posted about their whereaboutsWrite the notice in not more than 50 words and in the correct format.

13. You are Navjot/Nayan of Class VII-C, Sunnydale Senior Secondary School. You wish to sell your previous year's Social Studies and Mathematics textbooks. They are in quite a good condition. Put up a notice on the school notice board informing your schoolmates about it. Any student who wishes to contact you regarding the books should do so during the break.
14. You are Ajay Banerji, of XYX School. The football match which your team was playing against ABC School on 20 September has been cancelled due to the death of one of the officials of the other school. As the sports captain you have to inform the members of your school football team. Draft a notice in about 50 words to be put up on the notice board of the games room. Also inform the team members that the new date for the match will be announced as soon as it is decided.
15. The students of the four sections of Class VII, Amar Jyoti High School, Faridabad, are producing and acting in a play, 'The Postoffice', with the help of their drama and elocution teacher, Ms Sushma Mathur. The play will be held in the school auditorium on 2 December 2006 at 11am. All students of the school are invited. Complimentary passes for two will be issued for the parents of the students of Class VII. Write a notice, with all the above details, to be put up on the school notice board.