ADVANCED WRITING SKILLS-III

**Notice Writing**

Notice is a written document to provide information. Notices are either displayed at prominent places or published in newspapers/ magazines. It is meant only for a select group. They can be meant for the public or for members of an institution. Since a notice contains a formal announcement or information, its tone and style is formal and factual. Its language should be simple and formal. Notice is always brief and to the point.

♦ Important Tips to be followed while writing a Notice

* Adhere to the specified word limit.
* Write the word NOTICE at the top.
* Name and place of the school, organisation or office issuing the notice should be mentioned.
* Give an appropriate heading.
* Write the date of issuing the notice.
* Clearly mention the target group (for whom the notice is to be displayed).
* Purpose of the notice.
* Mention all the relevant details (date, venue, time).
* Signature, name and designation of the person issuing the notice.
* Put the notice in a box.

PRACTICE AS MUCH AS YOU CAN AT HOME

*Format of a Notice*

Name of the Institution/Organization/Office

DATE

**Notice**

**Heading**

  Body of the notice

1. Reason for writing the notice
2. The target group for whom the notice is.
3. Date, time, venue and all-important details and any extra information that is needed

Signature  
(NAME)  
Designation

*EXAMPLES*

1. You are Secretary of the History Club of Vidya Mandir School. Draft a notice in not more than 50 words informing students of a proposed visit to some important historical sites in your city.

Vidya Mandir School  
History Club

22nd September, 2020

Notice

Visit to Historical Sites

Members of the club are hereby informed of a proposed educational visit to a few important historical sites in our city which is likely to be scheduled between the 28th and the 30th of Sep. Interested members are required to pay Rs. 550/- (inclusive of transport and snacks) to the undersigned by the 25th of September.

Secretary  
History Club

2. You are Srinivas/Srinidhi of D.P. Public School, Jorhat. As Student Editor of your school magazine, draft notice in not more than 50 words for your school notice board inviting articles and sketches from students of all classes.

D.P. Public School, Jorhat

22nd September, 2020

Notice

Articles for School Magazine

Students of all classes are hereby invited to submit their articles and sketches for the annual school magazine of the session 2020-21 to the undersigned latest by the 6th of August in the union office. Please ensure that your articles are neat and legible and your sketches are clearly drawn.

Srinidhi  
Editor  
School Magazine

3. You are Sports Secretary of Delhi Public School, Guwahati. Draft a notice in not more than 50 words for your school notice board asking the students to give their names for participation in various events to be held on the Annual Sports Day of your school. Invent the details of the events. Sign as Lalit/Lalita.

Delhi Public School, Guwahati

22nd September, 2020

Notice

Participation in Annual Sports Day

Our school is celebrating its Annual Sports Day on 30th November, 2020. Students are hereby informed to give their names for participation in various events to be held on the Sports Day.  
The list of events is given below:

* 100 metres race
* high jump
* 200 metres relay
* short put
* gymnastics
* kho-kho
* Football
* Cricket
* Table Tennis

Please give your names to the undersigned latest by the 10th of November in the Sports Room.

Lalit  
Sports Secretary

4. The Principal, Sunshine Public School, Dibrugarh has invited the Inspector of Police (Traffic) to deliver a lecture on ‘Road Safety’ in the school. Draft a notice in about 50 words informing the students to assemble in the school auditorium.

Sunshine Public School  
Dibrugarh

29th July, 2020

Notice

Lecture on Road Safety

Our school has invited the Inspector of Police (Traffic) to deliver a lecture on ‘Road Safety’ in our school on 6th August, 2020 from 10 am to 11 am. Students are hereby informed to assemble in the school auditorium latest by 9:30 am with their respective class teachers.

Principal