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A notice is a formal means of communication. The purpose of a notice is to announce or display information to a particular group of people. Notices are generally meant to be put 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:

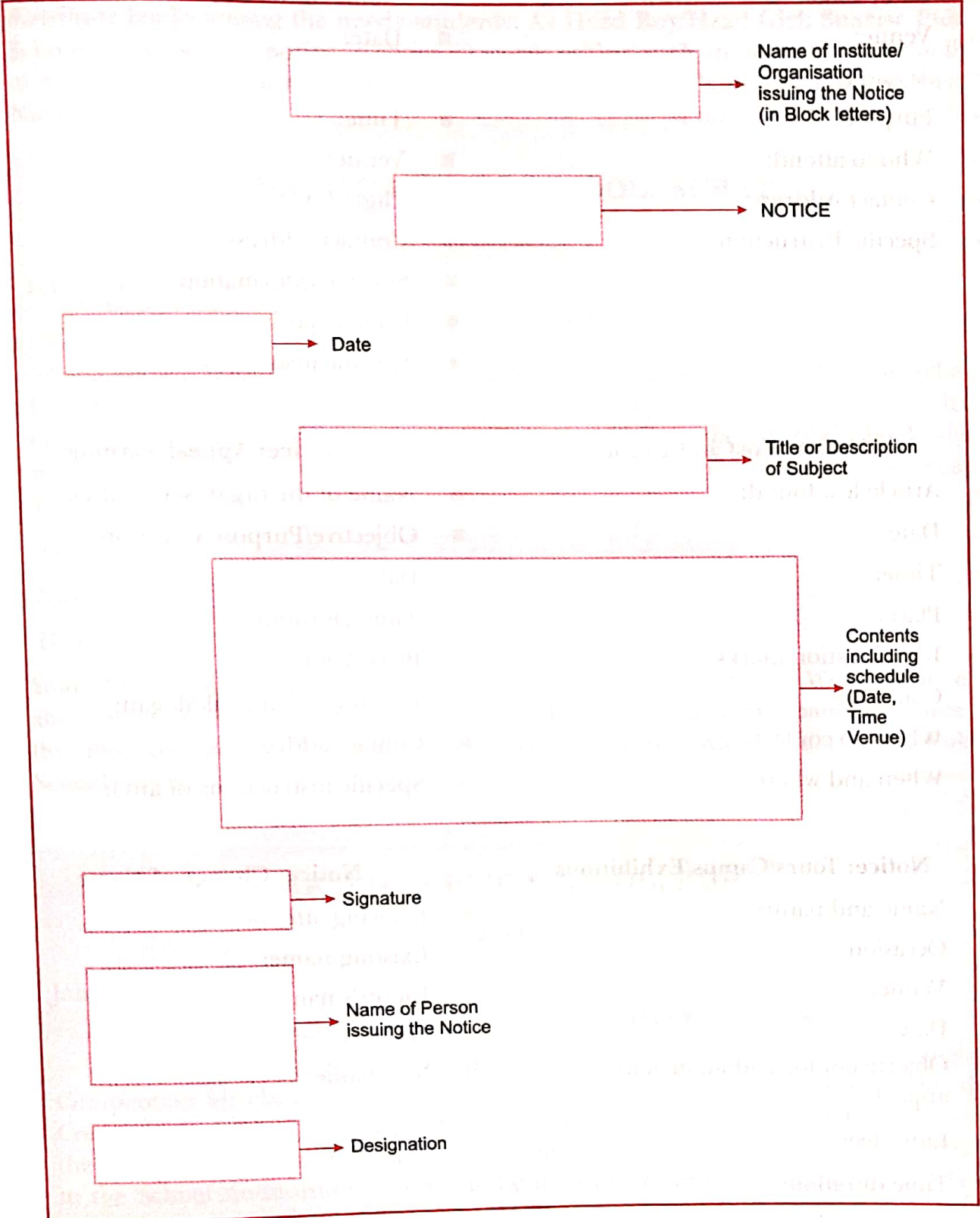
- The name of the organisation issuing the notice
- The title 'NOTICE'
- A heading to introduce the subject of the notice
- The date
- The body of the notice
- The writer's signature, name (in block letters) and designation

Value Points

A well-written notice must inform the readers about what, when, where, who and whom (the 5 Ws), i.e.:

- What is going to happen?
- Where will it take place?
- When will it take place?
- Who can apply or is eligible to attend?
- Whom to contact or apply to?
- Include only the important points.
- Add only relevant information if not included in the question.
- Short and grammatically correct sentences.
- Present the notice within a box.
- Word limit is 40–50 words (only the words in the body of the notice are counted).
- Information must be presented clearly.
- It must attract reader's attention at once.
- Increase the visual appeal of your notice.
- Standard abbreviations are allowed.

Format of a Notice



Notice: Meeting	Notice: Event
<ul style="list-style-type: none"> ■ Date; Time: ■ Venue: ■ Agenda: ■ Purpose: ■ Who to attend: ■ Contact Address: ■ Specific Instructions: 	<ul style="list-style-type: none"> ■ Name of the Event: ■ Date: ■ Occasion: ■ Time: ■ Venue: ■ Eligibility: ■ Contact address: ■ Specific information: ■ Contact address: ■ Specific instructions (if any):

Notice: Lost and Found	Notice: Appeal/warning
<ul style="list-style-type: none"> ■ Article lost/found: ■ Date: ■ Time: ■ Place: ■ Identification marks: ■ Contents: ■ Whom to contact: ■ When and where: 	<ul style="list-style-type: none"> ■ Name of the organiser (if any): ■ Objective/Purpose/Occasion: ■ Date: ■ Time/Duration: ■ Place/Venue: ■ Wording of Appeal/Slogan: ■ Contact address: ■ Specific instructions (if any):

Notice: Tours/Camps/Exhibitions	Notice: Change of Name
<ul style="list-style-type: none"> ■ Name and nature: ■ Occasion: ■ Venue: ■ Date: ■ Objective-information, invitation, appeal: ■ Entry fee: ■ Time duration: ■ Contact address: 	<ul style="list-style-type: none"> ■ Drawing attention: ■ Existing name: ■ Father's name: ■ Address: ■ New name: