

NOTICE WRITING

What is a notice?

A notice is a written or printed announcement. It is written in order to inform a large number of people about something that has happened or is about to happen. It could be an upcoming event, competition, Lost and found notice or just a piece of information to be delivered to the targeted audience. It is generally written in a formal tone.

Notices are factual and to-the-point. The language used is simple and formal. They are put up on display boards in schools or at public places.

While writing a Notice, Remember:

A notice should contain all the necessary details such as:

1. Name of the issuing agency (school, etc)
2. Date of issue/release of the notice
3. Title/Subject of the Event (what?)
4. BODY-Date/time/duration/Place/Venue (when and where?)
5. Authorized signatory: Name and signature (contact details)

Points to Remember:

1. Do not cross the word limit . The prescribed word limit is 50 words.
2. Repetition of any information should be avoided.
3. Always enclose the notice in a box. Make sure you draw the box with a pencil.
4. Keep your notice short and to-the-point.
5. Highlight the word "NOTICE" and "TITLE". It can be either bold or underlined.
6. The title should be captivating and eye-catching.
7. Make use of all the available information in the question.
8. Your answer shall include answers to all the 5 W's – What, Why, When, Where and Who.
9. The purpose for which it is being written should be stated clearly.
10. Focus on presentation and clarity.