

NOTICE WRITING

WHAT IS A NOTICE?

- Written or printed announcement (Example - a notice for sale)
- **To inform** a large number of people about something that has happened or is about to happen.
 - EXAMPLE: upcoming event, competition, lost and found notice or just a piece of information to be delivered to the targeted audience.
- Written in a **formal** tone (**third person**).
- Always enclosed in a **box**.
- Factual and **to-the-point**.
- **Simple and formal** language, not flowery.
- They are **put up on display boards** in schools or at public places.

FORMAT FOR NOTICE WRITING

- The **format of a notice** should include: NAME OF THE INSTITUTION / ISSUING AUTHORITY / NOTICE / TITLE, DATE, and WRITER'S NAME WITH DESIGNATION.
- A notice should contain all the necessary details such as:
 - Name of the issuing agency (school, etc)
 - Date of issue/release of the notice
 - Title/Subject of the Event (what?)
 - BODY-Date/time/duration/Place/Venue (when and where?)
 - Authorized signatory: Name and signature (contact details)

Name of the issuing agency/authority
NOTICE

Date of issue/Release of the notice

Title/Subject of the Event

BODY

(Date/time/duration/Place/Venue)

Authorized signatory

(Name, Designation and signature)

MARK-BREAKUP

The breakup of 4 marks for **class 12 English writing skills - notice writing** as per CBSE guidelines is as follows:

<u>Format</u>	01 mark
Content	02 marks
Expression	01 mark
Total	04 marks

TIPS

- Do not cross the word limit to avoid penalty of marks. The prescribed word limit is 50 words.
- Repetition of any information should be avoided.
- Always enclose the notice in a box. Make sure you draw the box with a pencil.
- Keep your notice short, crisp and to-the-point.
- Highlight the word “NOTICE” and “TITLE”. It can be either bold or underlined.
- The title should be captivating and eye-catching.
- Don’t make hypothetical information and facts. Make use of what’s given in the question.
- Make sure you do not mention your personal information.
- Make use of all the available information in the question.
- Your answer shall include answers to all the 5 W’s – What, Why, When, Where and Who.
- The purpose for which it is being written should be stated clearly.
- Focus on presentation and clarity.

EXAMPLE FOR NOTICE WRITING

Here is a question for notice writing. Students can take help of these solved questions and examples of notice writing format.

Question: You are Shivani/Shivam, the Head Girl/Boy of ABC school. Your school is soon going to publish the annual magazine next month. Write a notice for the notice board of your school inviting students to submit write-ups, sketch.

ANSWER

ABC SCHOOL NOTICE

04th April 2020

ARTICLES FOR SCHOOL MAGAZINE

The school is going to publish its annual magazine next month. All those who wish to contribute articles, sketches etc can mail their entries to abcmagazine@gmail.com. The last date for submission of articles is April 30,2020. Original articles are to be submitted. For further information, contact your respective class teachers.

Shivani/Shivam
Head Girl/Head Boy

NOTICE WRITING TOPICS

- A Notice can be written for various reasons. The **format of notice** remains the same in all cases. Here is a list of **topics for notice writing** that students must prepare-
- A competition
- An excursion trip
- A lost and found notice
- An inauguration to take place
- An exhibition
- A blood donation camp to be held
- Or any such type of event or information to be issued in public interest.

HOMEWORK

1. Water supply will be suspended for eight hours (10 am to 6 pm) on 6th of March for cleaning of the water tank. Write a notice in about 50 words advising the residents to store water for a day. You are Karan Kumar/Karuna Bajaj, Secretary, Janata Group Housing Society, Palam Vihar, Kurnool.
1. While walking in a park in your neighbourhood you found a small plastic bag containing some documents and some cash. Write a notice in about 50 words to be put on the park notice board asking the owner to identify and collect it from you. You are Amar/Amrita 9399123456.