

What is a “Notice”?

A notice is a formal means of communication targeted at a person or a group of persons. It is like a news item informing such person or persons of some important event, issue of instructions or making appeal.

It is generally written and pinned on notice board or displayed at a public place. The government, for a wider audience, issues notices which are published in national/local newspapers.

Format of a Notice

Since notice is a formal communication it should follow a structure or format. Notices written in different formats by organizations/institutions can show some variations. Hence, it is important to follow a format followed by many and most importantly, as per CBSE guidelines.

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Format of a Notice

1. Name of Issuing Organization/Institution/ Authority

The **name of the organization/institution/authority** should be written at the top of the notice in *capital letters* to help the reader identify the notice as important or unimportant to him.

Title of a Notice

2. When writing a notice we mention a title “NOTICE” placed below the name of the organization/Institution/Authority aligned at the centre. This can also be written in running handwriting as “Notice”.

Date of a notice

3. After the title, we mention the date of issue of the notice to the left-hand margin of the notice. Since it is a formal document, date is an important aspect of it as the document stays on record.

The date can be written using any one of the following format:

DD MM YY

MM DD YY

Heading of a Notice

4. The notice must have **an appropriate heading**. This heading should make clear the purpose of the notice. This should be **placed just above the body of the notice**, limiting it to **4-6 words**.

Signature and Designation of the Authority Issuing the Notice

5. At the end of the notice the name of the writer of the notice should be written in **capital letters**. The notice has to be **signed by the same person to give it authority and validity followed by name in capitals and designation below it.**

Body of the Notice

The body/content of the notice should be precise and clear as it is a short format of writing. A good notice should answer the following 5 „wh“ word questions:

1. What: The event
2. Where: The location/venue of the event
3. When: The date and time of the event
4. Who: The person(s) the notice is addressed to
5. Whom: The appropriate authority to contact

Some **useful tips** on notice writing

- Be **precise and accurate**. Strictly follow the word limit(**50 words**).
- Notice being a formal communication, **language should be formal**. No flowery text.
- Use **Present Tense** and **Passive Voice**.
- Draft the notice using the **appropriate format**.
- Present the notice in **a rectangular box**.

Format of a Notice

D.A.V. PUBLIC SCHOOL, BERHAMPUR
NOTICE

DD MM YY/MM DD YY

Heading _____

Signature of the authority

Name in capital letters within brackets

Designation of the authority

Sample of a Notice

D.A.V. PUBLIC SCHOOL, BERHAMPUR
NOTICE

16 July, 2020

Audition by OTV

This is to inform all students from class VIII-XII that an audition by OTV for its popular show “OTV Little Champs” has been scheduled to be held on 22/07/20 at 11.00 A.M. in the School Auditorium. Students with singing talent desirous of participation can register their names with their respective class teachers by 20/07/20.

Sd/-

(RADHIKA GAUTAM)

Cultural Secretary

THANK YOU
HAPPY LEARNING