



Notice Writing

Points to note

1. A notice is a written or printed announcement.
2. It is written in order to inform a large number of people about something that has happened or is about to happen.
3. It could be an upcoming event, competition or just a piece of information to be delivered to the targeted audience.
4. It is generally written in a formal tone.
5. Notices are factual and to-the-point.
6. The language used is **simple and formal**, not flowery.

Format

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)

Format

Name of the issuing agency/authority

NOTICE

Date of issue/Release of the notice

Title/Subject of the Event

BODY

(Details: Date of event /time /duration /Place /Venue etc)

Authorized signatory

(Name, Designation and signature)

Format

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)
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Notice writing 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.