

Notice Writing

Introduction

The purpose of writing a notice is to provide necessary information about an event or activity that is to take place in the near future. This event could be an exhibition, an excursion, a competition, a camp, an inauguration, a meeting, etc.

Points to remember:

1. A notice should always be enclosed in a box.
2. Name of the school/organization must always be placed at the top center position and written in block letters.
3. The word 'Notice' and the title must also be written in block letters.
4. A notice should contain all the necessary details, such as:

- Name of the issuing agency (school, etc)
- Subject and date of issue/release of the notice
- Event (*what?*)
- Date and time/duration (*when?*)
- Place/Venue (*where?*)
- What has to be done in order to participate
- whom to contact
- name and designation of the authorized signatory

5. If required, lines like 'for further details, contact the undersigned' may be included in the end.

Tips to score more

1. A notice should preferably be written within 50-60 words, which includes only the body of the notice and not the school name, notice, title, date of issue or the name and designation of authorized signatory.

2. A notice should be written in a formal language and pompous lingo must be avoided.
3. It should be precise and to the point. Irrelevant information should be avoided.
4. Special care should be taken to maintain coherence in the body of the notice.
5. Ensure that the format of the date is correct. Some of examples are 6 July 2012 or 6/7/2012 or July 6, 2012
6. In case the question does not bear the name of the school or organization or the authority writing the notice, students must use names like ABC or PQR or XYZ.

Suggested samples to begin a notice

- The school is organizing/hosting/conducting a to promote/encourage/provide an enriching opportunity for/to...
- All the students of the school are hereby notified that....
- Selection/meeting for will be held on... at
- All the members of... are requested to attend

Selection of Inter-school Hockey Team

Q. As the Sports Captain of your school, you have been asked to put up a notice for the selection of inter-school hockey team, to be held on next week, in the school playground. Write this notice with all the necessary details in 50-60 words.

Answer:

<p>ABC SCHOOL, Pune</p> <p>NOTICE</p> <p>SELECTION OF INTER-SCHOOL HOCKEY TEAM</p> <p>March 7, 20xx</p> <p>Selection of inter-zonal hockey team is going to be held on 15th March at 2 P.M. in the school playground. Students who are interested in participating are requested to attend the same. For further details contact the undersigned.</p>

PQR

Sports Captain

Talk on Personal hygiene

Q. You are Rohit, the head boy of Gyan Public School, New Delhi. You were given the following letter and told to put up a notice on the school notice board. Incorporating details from the letter, write the notice in 50-60 words.

Apollo Clinic

Bhikhaji Street

New Delhi

2 October 20xx

The Principal,

Gyan Public School,

New Delhi.

Sir,

It is a privilege to receive an invitation from your prestigious school to speak on personal hygiene. The effort of your school authority to make the students aware of the importance of personal hygiene is commendable. I will definitely come for such a noble cause on 22nd October 20xx at 11 A.M. I will try to make my presentation enjoyable through projector slides and flash cards.

Thank you very much.

Yours faithfully,

Dr. Ketan

Answer:

GYAN PUBLIC SCHOOL, New Delhi

NOTICE

TALK ON PERSONAL HYGIENE

October 12, 20xx

Dr. Ketan, a renowned doctor from Apollo clinic, will be visiting our school to speak to the students on personal hygiene on October 22, 20xx at 11.A.M. The hour long talk will be made interesting through projector slides and flash cards. Students are requested to assemble in the common hall by 10:45 A.M. for the same.

Rohit

Head Boy

Photography Society

Q. You are Rakesh/ Reena, the head organizer of the Creative Society of your school. Your school plans to create a Photography Society for those interested in photography. Write a notice in 50-60 words, for the students of class IX to XII informing them of the same. Provide all the necessary details.

Answer:

XYZ SCHOOL

NOTICE

PHOTOGRAPHY SOCIETY

November 2, 20xx

The creative society of our school has decided to form a photography society for the students of class IX to XII. All the students who are interested in photography may give their names to the undersigned, latest by November 10, 20xx.

For further details, contact the undersigned.

Reena

Head organizer

Creative society

Eye Check-up Camp

Q. As a part of the 'Health Club' activity, your school has organized a free eye check-up camp for the parents of all the students of the school. Write a notice informing the students regarding the same. Provide all the necessary details.

Answer:

XYZ SCHOOL

NOTICE

FREE EYE CHECK-UP CAMP

Mar 31, 20xx

A free eye check-up camp is being organised by our school for the parents of all the students. The camp is scheduled for April 5, 20xx at 11 A.M. in the school premises. Renowned doctors from government hospitals will be visiting. All the students are requested to inform their parents regarding the same.

XYZ

Head organizer

Health Club

School Magazine

Q. As the student editor of your school magazine, write a notice in 50-60 words, inviting students to contribute their write-ups like articles, poems, etc. to be published in the Annual school magazine 'GYAN'.

Answer:

XYZ SCHOOL

NOTICE

CONTRIBUTIONS INVITED FOR THE SCHOOL MAGAZINE

November 8, 20xx

Show your creative side by submitting your original write-ups for the annual school magazine, 'Gyan'. All students interested in getting their articles, poems, stories etc. published are requested to submit their contributions to their class teacher latest by November 15. Kindly mention your name and class clearly on the top of the page.

XYZ

Student Editor

Annual School Magazine

TT Competition

Q. You are Dimple/Dipak, the organizer of the Inter-school table tennis competition. The competition was planned for 12 October 20xx but due to unforeseen circumstances, it has been postponed for a month. Write a notice in 50-60 words, to inform the students regarding the same.

Answer:

XYZ SCHOOL

NOTICE

INTER-SCHOOL TABLE TENNIS COMPETITION

1 October 20xx

It is hereby informed that the inter-school table tennis competition that was scheduled for October 12, 20xx has now been postponed for about a month due to unforeseen circumstances. The final date of the competition will be intimated very soon to all the participants.

For any query, contact the undersigned.

Dimple

Organizer

Inter-school Table Tennis Competition

Cooking Competition

Q. You are the head boy/head girl of your school. Your principal has asked you to put up a notice inviting teachers to participate in a cooking competition. The competition is being organised for your school teachers by the school authority.

Answer:

XYZ SCHOOL

NOTICE

COOKING COMPETITION FOR TEACHERS

8 Dec 20xx

Our school is organizing a cooking competition for all the teachers of the school on Dec 25, 20xx at 11 A.M. All the teachers are requested to take part in the competition and make it a grand success.

For further information, contact the supervisor of your respective wing.

ABC

Head Boy

Frequent Power Failure

Q. As the president of the Charmwood Home Association, Faridabad, you wish to hold a meeting to protest against the frequent power failure in your colony. Write a notice in 50-60 words, to invite the residents of your colony to the meeting.

Answer:

CHARMWOOD HOME ASSOCIATION, Faridabad

NOTICE

FREQUENT POWER FAILURE

3 Sep 20xx

A meeting will be held on 4 Sep 20xx at 4.00 P.M. in the community centre to protest against the frequent power failure. All the members are requested to attend the meeting and give inputs to draft a memorandum to be presented to the concerned authority.

XYZ

President,

Charmwood Home Association

Wrist Watch Lost

Q. You lost your Titan wrist-watch in your school. Draft a notice, in not more than 50 words, to be placed on your school notice board. You are a student of Class XII of Rani Ahalya Devi Senior Secondary School, Gwalior. Sign as Rani / Ram.

Answer:

RANI AHALAYA DEVI SENIOR SECONDARY SCHOOL, Gwalior

NOTICE

LOST AND FOUND

22 October 20xx

A Titan wrist watch has been lost in the school auditorium on 21st of October 20xx. The watch has a blue dial and black strap. Anyone who finds it is requested to return it to the undersigned. The finder will be rewarded with a treat in the school canteen.

Ram

Class XII A