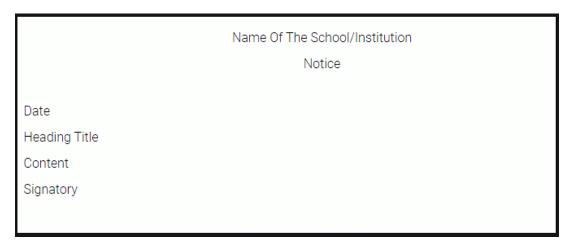
Notice Writing

What is Notice?

A notice is written or printed news of something about to happen or that has happened.

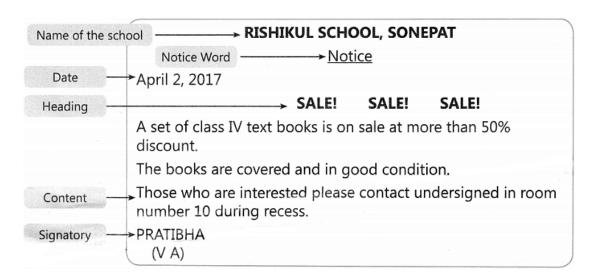
Fundamentals

- •"I" and "you" should never be used.
- The notice must be in a box.
- It must contain complete information.
- The presentation and purpose of the notice should be clear.
- Date of writing the notice should also be mentioned.
- Content should carry all necessary information e.g. for a meeting the time, place, date and agenda (subject or issue to be discussed).
- It must have a signature and the designation of the one issuing the notice.
- Word limit: 50 words



Notice Writing with Answers

Sample 1: Imagine you are Pratibha. You have a set of books that you wish to sell at a discount of more than 50%. Write a notice giving details about the books. Use 40 words.



Sample 2: Imagine you are Radhika, the monitor of your class. Your class teacher has asked you to tell the students of your class to assemble in room number 27 during recess on 17th August. Write a notice informing the students. Use 40 words.

