

# Notice Writing

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## 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

Name Of The School/Institution	
Notice	
Date	
Heading Title	
Content	
Signatory	

## 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.

Name of the school	→	<b>RISHIKUL SCHOOL, SONEPAT</b>
	Notice Word	→ <u>Notice</u>
Date	→	April 2, 2017
Heading	→	<b>SALE! SALE! SALE!</b>
		A set of class IV text books is on sale at more than 50% discount.
		The books are covered and in good condition.
Content	→	Those who are interested please contact undersigned in room number 10 during recess.
Signatory	→	PRATIBHA (V A)

**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.

Name of the school	→	<b>ST. THERESA CONVENT SCHOOL, KARNAL</b>
	Notice Word	→ <u>Notice</u>
Date	→	August 13, 2017
Heading	→	<b><u>ATTENTION CLASS V</u></b>
Content	→	All students must assemble in room number 27 during recess on 17th August.
Signatory	→	RADHIKA (Monitor)