

# Notice, Message, Telegram, & Report Writing

## TALENT & OLYMPIAD



### Notice writing

Introduction: A notice is written in order to inform people or pupils (in a school) about an event or an activity. It could be about a competition, an exhibition or inauguration to take place in near future. Or any other activity especially in school, like an excursion, a meeting or a show.

#### Characteristics of an effective notice

- ❖ A good notice is always to the point and leaves no scope for further enquiries without compromising on the word limit (50 words).
- ❖ Its language should be formal.
- ❖ 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/time/duration (when?) Place/Venue (where?)  
Authorized signatory: Name and signature

#### Illustrative EXAMPLE



1. The Music Club of your school is holding the 6<sup>th</sup> Inter-School Musical carnival and so it serves the notice.  
6<sup>th</sup> September, 2012

#### Notice



#### Attention! Music Lovers!

The school is hosting the 6<sup>th</sup> Inter-School Musical carnival for classes VI – IX on 28<sup>th</sup> September, 2012 at the Sri Fort Auditorium, Khel Gaon Marg at 4:00 p.m. All the talented students with gifted voices may appear for the audition to be conducted in the presence of Sh. Udit Naryan, well-known playback singer from Bollywood, on 15<sup>th</sup> October, 2012 at 9:00 a.m. in the school auditorium. For further details contact the undersigned. Sashi Kumar Secretary, Music Club South Delhi Public School

2. The principal of your school has served a notice regarding parking of vehicles at the school premises. 10<sup>th</sup> September, 2012

#### Notice



#### Parking of Vehicles

All the students and visitors to the school are requested not to park their vehicles in front of the main gate of the school. This causes inconvenience to the students, the staff and the foot-visitors. All vehicles should be parked at the parking lot. The notice is meant for all with immediate effect.

Principal  
St. Mary's School

3. The school serves a notice regarding the celebration of its Annual Day Function.  
8<sup>th</sup> September, 2012

## Notice



### Annual Day Celebration

Attention all the students!

This is to inform you that our school is going to celebrate its ANNUAL DAY on Friday, 21 October, 2012 in the school auditorium, beginning 5:30 p.m. The state education minister will preside over the programme. Students who want to participate can give their names to the undersigned within a week.

Rakhi Joshi

Head Girl

Class - IX (B)

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## PRACTICE EXERCISE



1. One of your friends has lost her watch in the school during assembly. Write a notice for the School Notice Board requesting all the students to search for the watch inside their respective classrooms, and if found should return the same at the Principal's office.
2. Your art and drawing teacher has invited all the students from class VI to IX to participate in the Drawing Competition, being organized on November 14, 2012 at the school premises. You being the head boy of the class have been given the charge to circulate the message to the respective classes. Write a notice to be put up in the School Notice Board seeking participation of all.
3. A health check up camp is being organized in your neighborhood on next Sunday. Write a notice inviting all the people in the locality to come and join in the check up camp.
4. An extempore speech competition will be held during the Annual Day function in your school. Write a notice acknowledging all the interested students to send their names to the concerned teacher before 16<sup>th</sup> instant.
5. Your father has bought a new LCD TV recently and need to sell the old TV at the best price. Write a notice to be put up at the Community Centre Notice Board seeking interested customers who want to buy a TV.



## Message writing

Introduction: Writing message is an art, and the art to write a short and clear message is a very important writing skill which needs to be mastered. Most often the input for a message comes in the form of a telephonic conversation between two people.

## Illustrative EXAMPLE



1. **A general telephone conversation between Amit and Raja.**  
**Operator:** Hello, Times and Trend, how can I help you?

**Raja:** This is Raja Gupta. Can I have extension 3421?

**Operator:** Certainly, hold on a minute, I'll put you through...

**Amit:** Mr. Simon's office, Amit speaking.

**Raja:** This is Raja Jaiswal calling, is Ms. Anee in?

**Amit:** I'm afraid she's out at the moment. Can I take a message?

**Raja:** Yes, could you ask her to call me at 5465456. I need to talk to her about the recent tender which is released by the department looked after by Ms.

**Anne:** It's urgent.

**Amit:** Could you repeat the number please?

**Raja:** Yes, it's 5465456, and this is Raja Jaiswal.

**Amit:** Thank you Mr Jaiswal, I'll make sure Ms. Anne gets this as ap.

**Raja:** Thanks, bye.

**Amit:** Bye.

## 2. A business telephone conversation (ordering a pizza).

**Anil:** Hello! Is it Pizza Hut?

**Operator:** Welcome sir, you are connected to Pizza Hut. This is Sheela. How can I help you?

**Anil:** I want to order a pizza and want it to be delivered at my home.

**Sheela:** Sure, sir. We will deliver the same at your house.

**Anil:** How long will it take for you to deliver the pizza?

**Sheela:** It will take sharp 35 minutes to deliver. By the way, may I know the address please?

**Anil:** It is 75/90 B, Gole Market, 2<sup>nd</sup> Floor.

**Sheela:** Fine, sir, your address is within the 5 km service point and so it will not take even 35 minutes, but only 25 minutes.

**Anil:** That's great to hear.

**Sheela:** Sir, which pizza would you like to order?

**Anil:** I would like to order a regular pizza for 4 persons along with Coke.

**Sheela:** OK, sir, I have taken your order and the delivery man will be there at your place soon.

**Anil:** Thank you, Sheela. It was nice talking to you.

**Sheela:** You're welcome, sir. It's my pleasure to serve you. Bye

**Anil:** Bye.

## 3. Mr. Anand Mr. Joshi talk over telephone regarding an official advertisement that had appeared in the newspaper.

**Mr. Anand:** May I speak to Mr. Joshi?

**Operator:** Just a minute, connecting...

**Mr. Joshi:** Hello, Joshi this side. Who's speaking?

**Mr. Anand:** Hello, Mr. Joshi. This is Anurag Anand this side. Hope you remember?

**Mr. Joshi:** Yes, Mr. Anand, tell me, how are you. How can I help you?

**Mr. Anand:** I have called regarding the advertisement of your company that has come today in the newspaper regarding supply of paper.

**Mr. Joshi:** Yes, Mr. Anand. We have called a tender for the same and the lowest bidder will be offered the tender. You can collect the requisite form for our office or even download it from our company's website and deposit the same post filling it up along with a security money mentioned in the advertisement.

**Mr. Anand:** Sure, Mr. Joshi. I will do that.

**Mr. Joshi:** Do remember to submit the tender before the closing date else the form will be rejected.

**Mr. Anand:** I will do that. It was nice talking to you.

**Mr. Joshi:** It's my pleasure. Thank you.

**Mr. Anand:** Welcome, Mr. Joshi.

**Mr. Joshi:** Bye and take care.

**Mr. Anand:** Bye.

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## PRACTICE EXERCISE



1. Write a conversation between a customer and a customer service representative of a mobile service provider regarding activation of a hello tune as requested by the customer.
  2. You want to get the number of a few French translators and have called Just Dial Service. Write a conversation that had taken place between you and the service representative.
  3. Your uncle is staying in Texas, USA. He calls one evening and informs your daddy about his would be visit to India next month. Write conversation which might have taken place between your uncle and daddy.
  4. You and your sister are not willing to play with colours this Holi, although your friends in the neighborhood are insisting both of you. Write a conversation that might have taken place among you, your sister and a few friends in your neighborhood.
  5. You have called Reena's office to talk to her. The office receptionist receives the call and you ask her to connect you to Reena. Write a conversation that might have taken place during the call.
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## Telegram writing

Introduction: A telegram is a very short and to the point message sent by telegraph from one place to another and then usually delivered to the receiver in written form. A telegraphic message is fast but expensive because every word in the message is charged.

***A telegraphic message is written on a specially designed Performa which has three distinct parts:***

- ❖ Address of the addressee
- ❖ Message and sender's name
- ❖ Details of the sender's name (Signature and Address)

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1. **A telegram sent to a son who lives in Bangalore stating about his father's illness.**

Sunil Kumar  
Kamal Nagar  
Bangalore

**FATHER ADMITTED TO HOSPITAL. COME SOON.**

Pankaj Kumar  
Dev Lok  
Delhi

2. **You are Partha and stay away from home in Chandigarh. The marriage of your sister, Nisha, has been finalized all of a sudden. Here is a telegram stating your presence in the function.**

Partha Dutta  
Sunder Vihar  
Chandigarh

**NISHA'S MARRIAGE ON 26<sup>th</sup> INSTANT. COME EARLY WITHOUT DELAY.**

Kamal Dutta  
Pimpalwadi Road  
Shirdi

3. **Your result in the Board Exam has astounded your cousin who lives in Nagpur. Here is a telegram from him.**

Kavita Sharma  
Ballabgarh  
Faridabad

**HEARTIEST CONGRATULATIONS FOR SCORING 98% IN BOARD EXAM. GOD & BLESS.**

Tamal Khanna  
Priya Pur  
Nagpur

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## PRACTICE EXERCISE



1. Write a telegram to your father acknowledging him of your passing the Board examination securing highest marks in Maths.
2. You are Sandeep and live in a boarding house. One of your roommates, Sunil, has been affected by jaundice and needs to go home for a few days. Write a telegram to Sunil's father requesting him to take Sunil home.
3. A new born baby has arrived at your home. Write a telegram to your cousin acknowledging him of the pleasant news.

4. You have already informed your father that you are going home on 22<sup>nd</sup> of this month. Unfortunately, on 19<sup>th</sup> instant, the manager of your company refuses to allow you to go. Write a telegram to your father stating him of the cancellation of your plan.
  5. Seema is going to the US next week for participating in a training programme being conducted by the company headquarters. Write a telegram to her father stating about her visit to the US.
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## Report writing

Introduction: A report is a factual description or account of an event or investigation of an issue or a problem. It may also be an objective analysis or evaluation of something. Depending upon its nature, a report can be single paragraph or a single page write-up or of hundreds of thousands of pages of a thorough investigation.

1. **You are a staff reporter of a leading newspaper and have attended a seminar on the programme 'Aid for Trade' at the India Habitat Centre. Write a short report understanding the importance of the programme.**



### Aid for Trade

**Sept. 15, 2012, Staff Reporter:** Aid for Trade is a programme that provides the means for developing countries to improve trade capacity through loans and grants as a part of Official Development Assistance (ODA). This program facilitates technical projects such as the expansion of infrastructure, strategy development and adjustment assistance that will further investment opportunity. The Aid for Trade program lacks the funding to fully accomplish its goals in aiding the developing world. The World Trade Organization (WTO) seeks to increase its funding in order to meet the goal of providing \$10 billion to the developing world. First established in 1995, the Integrated Framework (IF) for Trade-Related Technical Assistance supports least developed country (LDC) governments in order to build trade capacity and integrate trade issues with individual nations' development strategies. Participating agencies with the IF include the IMF, ITC, UNCTAD, UNDP, World Bank and the WTO. The combined efforts of developed states focus on responding to the development needs of LDCs in order to facilitate the assimilation of LDCs into the multilateral trading system. This will allow for economic growth and the enhancement of poverty reduction tactics.

2. **Write a report on a road accident that happened at the dead of night in which a seventeen year-old teenager lost his life.**



### Teenager Died in Road Accident

**New Delhi, Sept. 3, 2012:** In a bizarre incident, a seventeen year-old Kalkaji teenager is dead after being involved in a car accident yesterday mid night. The teenager, Mohan Pandey, was a passenger in a car driven by Sanjeev Pradhan, 19 of Hamdard Nagar. Police say Pradhan was under the influence of alcohol at the time of the accident. Neither Pradhan nor a second passenger was hurt.

On Saturday, September 3 at 1.10 a.m., a Delhi Traffic Patrol Squad responded to the scene of a motor vehicle crash near Okhla flyover. Officers determined that a Maruti Swift was travelling towards Nehru Place and the driver lost control of the vehicle. The car left the roadway after crossing the flyover and struck the

edge of a driveway becoming airborne, then slid across the roadway and come to rest above the pavement. Police say speed was a factor. Pradhan was found by police to be under the influence of alcohol. He was charged with homicide-by-motor-vehicle while under the influence in addition to ten other charges including driving under the influence and failure to reduce speed to avoid collision.

3. **Frame a report on the statement by a group of scientists that the Miss Waldron's red colobus monkey, thought to be extinct, was seen in Africa recently.**



### **Monkey Thought Extinct May be Alive**

New Delhi, Sept. 22, 2012: A species of monkey thought likely to be extinct may still be swinging through the trees in Africa, according to a group of anthropologists.

The Miss Waldron's red colobus monkey was declared likely extinct in 2000 by a team that included W. Scott McGraw, an assistant professor of anthropology at Ohio State University. None had been seen since 1978, but McGraw said recently he has evidence the species survives.

Two years ago, McGraw retrieved the skin of a monkey a hunter killed in Ivory Coast that had the markings of the red colobus, he said. The pelt had the species' typical black hair on its back with reddish fur on its forehead and thighs, along with freshly dried blood.

Recently, he received a photo from an associate in Africa that shows a dead red colobus. McGraw is convinced the photo is genuine, he said.

The monkey grows to a height of about 3 feet, with a head that is small for its frame. It eats fruit, seeds and foliage and emits a loud shriek. The species is believed to be named for the companion of its discoverer. There are about 18 species of red colobus.

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## **PRACTICE EXERCISE**



1. You are Pankaj Patra, a reporter with The Times of India. Recently, the United States has announced to curtail security assistance to Pakistan following the latter's slow response in fighting terrorism. Write a report on the consequence that has urged the US to take this step against Pakistan.
2. You are a reporter with The Hindustan Times. Frame a report on the joint population census being conducted by India and Bangladesh across the LOC.
3. You are Rajesh Shingvi and a reporter with The Telegraph. Write a report on the kidnapper who abducted his neighbour's son recently, and confessed to get inspiration from unsolved cases in the media to commit the crime.
4. Write a report on the bomb blast that took place in Mumbai on July 14, 2011. You are Anjali Mukherjee, working with one of the leading newspapers.

5. The most fuel-efficient passenger aircraft Boeing-787 'Dream liner' has landed in India on its maiden visit to the country, recently. Write a report on the Dream liner which is expected to get a good round of applause for its world-class technology and fuel-efficiency.

**(Note: Provide a title for each of the reports you write.)**

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## You Must KNOW

- ❖ Write your full name, address and date while writing a notice.
  - ❖ A good notice is always to the point and leaves no scope for further enquiries.
  - ❖ A notice should be formal.
  - ❖ Always make your message clear and direct. But especially as you write to specific individuals, anticipate what that particular reader will want or need to know about you and your request or your information.
  - ❖ In other words, remind your reader of the key contextual details that are necessary for your message to make sense and to get you a quick response
  - ❖ A telegram should be precise and strictly limited to words.
  - ❖ The address in a telegram must be complete.
  - ❖ Create an outline before you start to write your paper according to format report writing.
  - ❖ You should remember that thoughts and ideas must be structured properly and follow the format of report writing.
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## IMPORTANT TERMS

- ❖ 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/time/duration (when?), Place/Venue (where?), and Authorized signatory: Name and signature.
  - ❖ Write the message as if it were being spoken aloud, not read silently.
  - ❖ Keep your message brief and to the point.
  - ❖ Always write telegram in Capital letters.
  - ❖ No punctuation marks are used. A full stop is indicated by any of the following (.), AAA or STOP.
  - ❖ The report should be short, generally within about two paragraphs (250 words or so total).
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# SUMMARY



- ❖ A telegraphic message is written on a specifically designed Performa which has three distinct parts: Address of the addressee, Message and sender's name, and Details of the sender's name (signature and address).
- ❖ Avoid negative phrases like 'we're too busy'. They sound insincere and off-putting.
- ❖ Make the message upbeat and positive.
- ❖ Title and abstract are the most-read parts of a report. This is how you attract attention to your writing. The abstract should contain the essence of the report.
- ❖ Another important part in a message is the introduction. Most reports start with an introduction section. After title/abstract introduction and conclusions are the two mainly read parts of a report.