



INDIAN SCHOOL AL WADI AL KABIR

Class: 7	Department: ENGLISH	Date of Submission: December - 2020
Worksheet No: 11	Topic: Notice Writing	Note: To be done in English Notebook



What is a Notice ?

- ✓ A notice is a short composition meant to convey a piece of information to some people who could be interested in it. The information could be about an event that has already taken place or is about to take place in the near future.
- ✓ Notices are a means of formal communication targeted at a particular person or a group of persons. It is like a news item informing about some important event.

This can be an invitation to a meeting, an announcement of any event, to issue certain instructions, make appeals etc.

Readers must know about 5 W's:

- ✓ What will happen? (that is, the event)
- ✓ Where it is going to be?
- ✓ When it will happen? (i.e., date and time)
- ✓ Who can or is eligible for the application?
- ✓ Whom to contact (i.e. the issuing authority)



Tips to Remember regarding Notice Writing:

- ✓ Be precise and to the point. The ideal length of notice is 50 words, so precise language is appreciated.
- ✓ It is a formal form of communication so the language used should be formal as well. No flowery text.
- ✓ Keep the sentences short and use simple words. Since notices are fairly brief it is best to keep it simple.
- ✓ Use passive voice as far as possible.
- ✓ Present your notices in a proper format in a box. The presentation should be neat and thus be appealing to the eye.

FORMAT

Name of Institution / Organization, Place

NOTICE

Date: Date / month / year
E.g. 1st October, 2020

Heading

Body / Content

Signature
Name
Designation (means post of person)



A notice must have:

- ✓ Issuing Authority and place
- ✓ The word 'NOTICE' (to be written in Capital letters and underline)
- ✓ Date on which the notice was issued (in British Format)
- ✓ Catchy Headline
- ✓ Body of notice with details
- ✓ Purpose
- ✓ Event
- ✓ Date/ Time
- ✓ Venue
- ✓ Signature, Name and designation (to be written in parenthesis) of person issuing the notice.

Home Assignment:

1. You are the Secretary of Cultural Club of your school. The school is celebrating its Annual Cultural Day on 24 December, 2020. Write a notice informing the badge holders and house captains of a meeting you are conducting to take decisions on important matters regarding the conduct of the programme.
2. Your school is organizing a cultural programme to raise funds for a school meant for visually challenged children. Famous singer Arijit Singh has agreed to perform. Write a notice for the school notice board informing the students about the venue, date, time and the rates of the tickets.
3. The Environment Protection Club of your school is organizing an on-the-spot painting competition on the theme 'Grow More Trees'. The competition is open to the students of Classes VI to VIII. As the Cultural Secretary of your school, write a notice for the school notice board.

WEB RESOURCES:

<https://youtu.be/xBdRlX33TJ8>

<https://youtu.be/03zSgpkwJeM>