



## INDIAN SCHOOL AL WADI AL KABIR

<b>Class: VI</b>	<b>Department: ENGLISH</b>	<b>Date of Submission: December, 2021</b>
<b>WORKSHEET : 10</b>	<b>TOPIC: NOTICE WRITING</b>	<b>Note : NOTEBOOK</b>

### NOTICE WRITING

A notice is a formal means of communication. The purpose of a notice is to announce or display information to a particular group of people. Notices are generally meant to be put up on specific display boards, whether in schools or in public places. Notices issued by the government appear in newspapers.

#### A notice must include the following points:

1. Name of the issuing agency (school, etc)
2. Subject and date of issue/release of the notice
3. Event (what?)
4. Date/time/duration (when?)
5. Place/Venue (where?)
6. Name and Designation



#### Format:

A notice should be written in the following format:

<b>Name of Institution / Organisation</b> <b>Notice</b>
<b>Date : <i>date /month /year</i></b> <i>E.g. - 1 October ,2019</i>
<b>Heading</b> <b>Body / Content</b>
<b>Signature</b> <b>Name</b> <b>Designation (<i>means post of person</i>)</b>

### **POINTS TO REMEMBER:**

- A well-written notice must inform the readers about the 5 Ws:
  - ❖ What is going to happen, (that is, the event)
  - ❖ Where it will take place
  - ❖ When it will take place (that is, the date and time)
  - ❖ Who can apply or is eligible for it
  - ❖ Whom to contact or apply to (that is, the issuing authority)
  
- Only the most important points should be written.
- One is free to add any relevant information not included in the question.
- The sentences should be short and grammatically accurate.
- They should be in the passive voice as far as possible.
- The notice should be presented within a box.
- The word limit for notice is 50-60 words (only the words in the body of the notice are counted).
- Information given in a notice must be clear and should not cause any misunderstanding or confusion.
- A notice must be catchy and appealing – it should attract the reader’s attention at once.
- Increase the visual appeal of your notice by using bold letters, catchy slogans, striking words, and phrases, etc.
- Standard abbreviations are allowed.

### **SAMPLE:**

You are Raman Malik, the head boy of R.K. Public School, Shimla. Your school is organizing a tour to Sikkim. Write out a notice inviting students who want to join the tour. Put the notice in the box.

R.K. Public School, Shimla

NOTICE

17th October, 2021

Tour to Sikkim

All the students will be pleased to know that our school is organizing a five-day tour of Sikkim, as per details given below:

Classes – VI to IX

Date of departure – 22nd November 2021

Date of arrival – 26th November 2021

Those who are interested may deposit 3000 per head. The cost is inclusive of sightseeing, boarding and lodging at a 3-star hotel. Please do so by 30th October. For further details, please contact the undersigned.

Sd/-

Raman Malik

Head Boy

**Exercise 1**

You are Kiran, school Head Boy of Oxford High School, New Delhi. Write a notice informing the students about a Poem recitation competition to be held on 25th December, 2021.



**Exercise 2**

You are Rajeev Kumar, the Cultural Secretary of Laxman Public School, Bhilai. Write a notice on behalf of your school inviting all grandparents of the students of your school to celebrate World Elders' Day.



<https://forms.gle/H19QuvgC87tFWmXdA>