



INDIAN SCHOOL AL WADI AL KABIR

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| Class: VII | Department: ENGLISH | Date of submission: 29/11/2021 |
| Study Notes & Worksheet | Topic: NOTICE WRITING | Note: to be done in the notebook |



NOTICE WRITING

A notice is a formal means of communication. The purpose of a notice is to announce or display information to a specific group of people.

A Notice should be written in the following format:

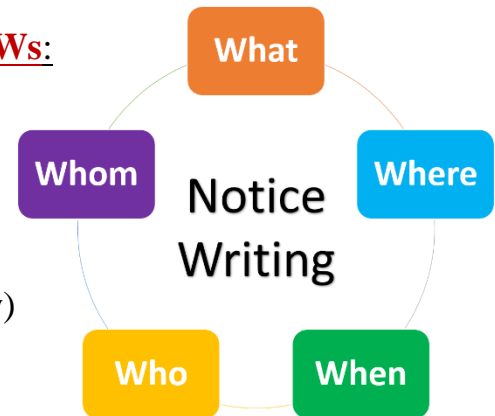
- The **name of the organization / institution** that is issuing the notice.
- The title '**NOTICE**'.
- The **date of issue**.
- The **date** should be shown on the **left-hand side**.
- A **heading or caption** to introduce the subject of the notice.
- The body of the notice, which includes details such as **date, time and venue**.
- A notice must carry signature and designation at the end. The designation should be put in **parenthesis**.
- Always write the notice in a **box**.



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)
- The notice should be presented within a box
- The word limit for a notice is **40 - 50** words.



FORMAT

| | |
|---------------|---------------------------------------|
| | <u>NAME OF THE INSTITUTION, PLACE</u> |
| | (space) |
| Date | <u>NOTICE</u> |
| | (space) |
| | <u>HEADING</u> |
| | (space) |
| | (Body of the Notice) |
| (space) | |
| Signature | |
| NAME | |
| (DESIGNATION) | |

SAMPLE NOTICE:

You are Ritika Singh, the head girl of St Mary's School, Agra. Draft a notice, informing the students of classes IX to XII about a workshop on 'table manners and etiquettes' to be held in the school premises. Give all the necessary details.

St Mary's School, Agra

Notice

10th October, 2021

Workshop on Table Manners & Etiquettes

Our School is organizing a workshop on "Table manners and etiquettes" which will be held in the school auditorium on 15th October, 2021 (Wednesday) at 9:00 am. It is mandatory for all the students of class IX and XII to attend the workshop. For any type of query please contact the undersigned.

Ritika Singh
(Head girl)

Exercise:

1. On account of the Founders Day of your school, an art competition has been organized for all classes. You are Sakshi/Sahil, the head girl or head boy of your school. Write a notice for all students and inform them about the details of the event. The notice should be within 40-50 words.
2. The annual inspection for middle classes of M.B. International School will be held on December 12, 2021. The vice-chairman of the education board will be inspecting the classes. Draft a notice, intimating the students about the same and ask them to be prepared for this inspection. You are Tushar/Tiah, Head Boy/Girl.