

NOTICE

A Notice is a short piece of writing, formal in style and it contains information that has to be brought to the notice of people.

Objectives

to announce events/celebrations
to make appeals

to issue important instructions
to extend invitations

Points to Remember

- (1) The name of the organization /school/colony and place should be on the top.
- (2) The word 'NOTICE' should be mentioned in capital letters.
- (3) A precise title should be given.
- (4) Date of the issue of the notice should be written clearly .Date of the deadline or the last date should be clearly stated.
- (5) Target-group, i.e. the classes or students for whom the notice is meant.
- (6) Every notice should be undersigned with the designation of the person, who is issuing the notice.
- 7) The language is formal or semi-formal depending upon the objective of the notice.
- (8) Other details like duration of the programme, chief guest etc can also be included.

Occasions

Cultural and extra-curricular activities
And Requests
Sport sand Tournaments
Relating to Common Problem

Picnics, tours and trips
Lost and Found
Change of Name

FORMAT OF THE NOTICE

Name of school/organisation		
The word Notice		Target group (the people/ classes it is meant for
Date	Title / Topic	
CONTENTS		
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Signature of the issuing authority</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Name</div> <div style="border: 1px solid black; padding: 5px;">Designation of the issuing authority</div>		

SAMPLE QUESTION

An Inter-House Quiz is going to be organized in your school. You are Akshita Bora, the Activity incharge of Summerfield School, New Delhi. Draft a short notice informing the students, giving other relevant details. Put the notice in a box.

SUMMERFIELD SCHOOL, NEW DELHI

NOTICE

12th April, 2014

INTER-HOUSE QUIZ

An Inter-House Quiz is being organized on 25th April, 2013, in the school auditorium, from 8-11 am for the students of Classes IX- XII. This General Knowledge quiz will comprise of three rounds- Rapid Fire, Visual and Buzzer round. Each house-team will have three members. House Captains should submit the names of their team by 21st April, 2013, to their respective house-in charges. For further details contact the undersigned.

Akshita Bora

(Akshita Bora)

Activity Incharge

PRACTICE QUESTIONS:

- i) You are the Secretary, Blood Bank Society, Allahabad. Write a notice, in not more than 50 words, that you would like to put up in various colleges of the city, asking the students to donate blood. Give the necessary details of the Blood Donation Camp that you would be holding at Brave Heart Hospital, Allahabad. Put the notice in a box.
- ii) You are Sharad /Shradha, President of the Interact Club of your school. You wish to organize a snack bar on the Sports Day of your school. The proceeds of the sale will go to charity. You can put up a notice on the notice board of your school, calling a meeting to discuss the same. Draft the notice, giving all the details in not more than 50 words. Put the notice in a box.
- iii) Modern Public School, Agra is organizing a 'Book Week' from 3rd to 5th August. Students' work which includes poems, short stories and book reviews, will be put up for display. The exhibition will be inaugurated by Ms Shehla Shrivastva, the well known writer for children's books, and will be open for parents on 7th and 8th August during school hours. You are Kirti/Karan, President of the School Book Club. Put up a notice on the school notice board to this effect. Do not exceed 50 words.