

NOTICE

WRITING

By Mrs.Anita Mishra

CONTENTS OF AN EFFECTIVE NOTICE

- ✘ Name of the organisation, institution, or office (which issues the notice).
- ✘ Date of issuing the notice.
- ✘ Word 'Notice'.
- ✘ A suitable caption or heading.
- ✘ Purpose for which meeting is to be written.
- ✘ Details of schedule (date, time, venue, programme and duration) of the event.
- ✘ Signature, name and designation of person issuing the notice.

VALUABLE TIPS FOR A NOTICE

- ✘ List valuable points / Contents to be included.
- ✘ Check Grammar / Style of Notice.
- ✘ Follow Word limit.
- ✘ Put the Notice in a Box.
- ✘ Format of the Notice to be followed.

FORMAT

NAME OF INSTITUTE/ORGANISATION

Date

NOTICE

TITLE/DESCRIPTION OF THE SUBJECT

Content

- What?
- For whom?
- Why?
- Date
- Time
- Venue

Signature

Name of person issuing the notice

Designation

SAMPLE NOTICE

- ✘ You are Sakshi. Your tiffin box has been stolen from your school bag. Write a notice to be put up on the school notice board.

KENDRIYA VIDYALAYA NO 3 BHOPAL

NOTICE

31MARCH2020

LOST LOST LOST

A tiffin box of cello company of violet colour is lost in the school campus. It has a foam cover with blue stripes. Please return it to the undersigned.

The finder will be given a treat.

Sakshi

VII B

SAMPLE NOTICE

You have found a purse containing some currency notes and some papers. It has no name. Draft a notice asking the owner to contact you.

KENDRIYA VIDYALAYA NO 3 BHOPAL

NOTICE

31MARCH2020

FOUND FOUND FOUND

A purse containing some currency notes and papers is found in the school playground. It contains no clue about the owner. The owner can claim it by giving proof that it belongs to him/her. The owner can contact the undersigned in class VI B.

Bhavna

VI B

SAMPLE NOTICE-1

You are organising a *Tree Plantation Drive* in your school. Write a notice for the students of your school to take part in the programme. You are Abhijeet of Class XII, secretary of the Eco Club of Delhi Public School, Rourkela, Orissa. Put the notice in a box. (Word limit - 50 words)

ANSWER TO SAMPLE NOTICE - 1

DELHI PUBLIC SCHOOL, ROURKELA, ORISSA NOTICE

30 march 2020

TREE PLANTATION DRIVE

The Eco Club of our school is organising a Tree Plantation Drive on the World Environment Day. About 500 trees will be planted in the school campus on this day. Students are invited to bring seeds and saplings for making this drive a great success. The programme will be inaugurated by the Chairman of the school on 3 January 2014 at 10.00 a.m. in the school ground.

Abhijeet

(ABHIJEET)

Secretary, Eco Club

SAMPLE NOTICE - 2

You are Selvan / Selvi, Cultural Secretary of St. Joseph's School, Jabalpur. Your school is organising a charity show in aid of the victims of recent floods. Write a notice to be put up on the school notice board inviting names of students from Classes IX to XII interested in participating. Also encourage them to contribute generously to the cause. Write the notice in not more than 50 words.

ANSWER TO SAMPLE NOTICE - 2

ST. JOSEPH'S SCHOOL, JABALPUR NOTICE

30march 2020

CONTRIBUTE FOR CHARITY ! HELP THE FLOOD VICTIMS !!

Our school is organising a charity show in aid of the recent flood victims on 18th of January. Students of Classes IX to XII are requested to give their names for participating in the show to the undersigned by 4th Jan 2014 Generous contributions for this noble and humanitarian cause will be highly appreciated. All are requested to contribute.

Selvan / Selvi

Cultural Secretary

Home Assignments: *The students' council of Delhi Public school, New Delhi has organised an excursion to Kulu, Mnali for students of Classes XI during the winter break. As the Head girl / Head boy of the school draft a notice for the notice board of your school inviting students who wish to join the excursion to give in their names for the same. Add relevant details like duration and cost of excursion and last date for submission of authority letter signed by parents.*

Do not exceed 50 words.