

NOTICE WRITING

A **notice** is a medium to convey a message to the masses together at the same time.

Where Used: Schools, organizations, government boards.

Why Used: To inform people about various events, issues and public instructions.

POINTS TO REMEMBER:

1. Begin with the Name of the issuing authority/
Institution/ Organization/ School/ Society.
2. Write the word 'NOTICE' in capital letters.
3. Write the date on the left hand side.
4. Title/ Heading of the event in the centre.

5. Mention the purpose of the notice and details of the event (date, time, venue, duration, programme).
6. Process and Chief Guest, if any.
7. Other details or relevant instructions.
8. Name and designation of the person issuing the notice.
9. Avoid the use of personal pronouns.
10. Put the notice in a box.

Word Limit: 50

Marks Distribution: 03 M

Format (1M): Name of the institution, Notice, Date,
Title, Writer's name with designation.

Content (1M): What, when, where, who, how, contact.

Expression (1M): Overall organization, accuracy, fluency.

OUTLAY OF NOTICE

Name of the Issuing Authority/ School/ Organization
NOTICE

Date

Title/ Heading

Content:

[Event, Date, Timings, Venue, Chief Guest (if any)]

Signature

Name

Designation

TOPICS FOR NOTICE WRITING

1. Cultural and Academic Activities
2. Picnics/ Tours/ Excursions
3. Sports/ NSS/ Red Cross/ Camps
4. Lost and Found
5. Celebrations
6. Public Notices

EXAMPLES

1. Cultural and Academic Activities

- (A) You are Rachit/ Rachna. As the Secretary of the Social Service League of your school, you have organized a cultural benefit show in aid of mentally handicapped children of your city. Write a notice in not more than 50 words for your school notice board, giving necessary information about the programme.

Social Service League
Tagore Model School, Dibrugarh
NOTICE

1st July 2021

A CULTURAL SHOW

A cultural benefit show for the aid of mentally handicapped children is being organized on 9th July 2021, 5 p.m. onwards in the School Auditorium. The show will present a dance-drama by Rabindranath Tagore, entitled 'Chandalika'. All are cordially invited to make the show a grand success.

Rachit
Secretary

1. Cultural and Academic Activities

(B) You are Parth/ Pratha, the Secretary of the Science Club of your school. Write a notice in not more than 50 words informing the students about an Inter School Science Exhibition and encouraging them to participate in it.

Science Club
Gandhi Memorial School, Kanpur
NOTICE

1st July 2021

INTER SCHOOL SCIENCE EXHIBITION

Bright enterprising and intelligent students are invited to participate in the Inter School Science Exhibition to be held in the school on 15th July 2021, 9 a.m. onwards.

Submit the charts, models and projects by 9th July.

Appear before the screening committee on 12th July in the Science Laboratory. For further details, contact the undersigned.

Parth

Secretary

Exercise:

1. You are Raghu/Roma, the Secretary of Dance and Drama Club of Mohini Devi International Public School, Chandigarh. You are to organize the Annual Cultural Meet. Write a notice in 50 words inviting names of those who want to participate in it.
2. You are Rahul/Rashmi, the President of the Literary Club of your school. You want to organize an Inter-School Debate Competition. Write a notice in not more than 50 words informing the students to participate in it. Give the necessary details.

2. Picnics/ Tours/ Excursions

The Students' Council of your school has organized an excursion to Ajanta and Ellora for the students of Classes XI and XII during winter break.

As the President of the Council, write a notice in not more than 50 words, telling the students about this excursion and inviting their names for the same.

Students' Council
Modern Public School, Nagpur
NOTICE

2nd July 2021

AN EXCURSION TO AJANTA AND ELLORA

A good news for the students of Classes XI and XII!
An excursion to Ajanta and Ellora is being organized during the winter break from 22nd December 2021 to 3rd January 2022. The fee will be ₹ 5000/- per head which is to be deposited latest by 14th August. The plan includes visiting Mumbai and other sites besides the caves. Interested students may contact the undersigned and deposit the cash.

Vijay Sharma
President

Exercise:

1. You are Madhav/Madhavi, School Pupil Leader of St. Columbia's School, Ahmedabad. Your school is organizing a tour to Mumbai and Goa during the winter vacation. Write a notice in 50 words giving detailed information to the students.
2. You are Priya/Pranav, the School Captain of New Era Public Academy, Delhi. Write a notice in 50 words to be circulated among the students of Classes XI and XII informing them about a free trip to the International Trade Fair at Pragati Maidan, Delhi.

3. Sports/ NSS/ Red Cross/ Camps

- (A) Write a notice in not more than 50 words for the school notice board inviting volunteers for an N.S.S. Camp. You are Jay/ Jaya, the Group Leader of Flying Heights School, Patna.

National Social Service League
Flying Heights School, Patna
NOTICE

2nd July 2021

N.S.S. CAMP

An N.S.S. Camp of the unit will be held from 8th July to 14th July 2021, staying at village Rampur. The projects include Adult Literacy, Cleanliness Campaign and Health Awareness. The volunteers should give their names to the undersigned by 5th July 2021.

Jay
Group Leader

(B) You are Prabha/Prabhat, the Secretary of the Students' Council, Ramakrishna Mission School, Almora . Write a notice in not more than 50 words for the school notice board inviting volunteers for a one-day Blood Donation Camp, organized by the Red Cross Society of India at your school.

Students' Council
Ramakrishna Mission School, Almora
NOTICE

2nd July 2021

BLOOD DONATION CAMP

The Red Cross Society of India is organizing a Blood Donation Camp at the school on 10th July 2021 from 10 a.m. to 2 p.m. in the School Hall. Students are urged to participate in large numbers for this noble cause and make it a grand success.

Prabhat
Secretary

Exercise:

1. You are Samuel, the School Prefect. Your school has organized a trekking expedition during the autumn break. Draft a notice in 50 words asking those keen to join to submit their names.
2. Under the 'Each One, Teach One' programme, your school has adopted a nearby village or slum. As N.S.S. group leader, motivate student volunteers to participate in the campaign. You are Vibha/Varun of Zenith Public School, Lucknow.

4. Lost and Found

(A) Vaibhav/ Vaibhavi Sharma a student of Class XII has lost his/ her calculator somewhere in the school premises . Write a short notice in about 50 words for the school notice board requesting the finder to return it to him/her.

Modern Public School, Ahmedabad
NOTICE

3rd July 2021

CALCULATOR LOST

Lost a Citizen 100X Calculator in the school premises during the recess today. The initials VS are engraved on its black back. The finder is requested to return the same to the undersigned. A treat is promised.

Vaibhav Sharma

Class XII E

(B) Vaibhav/ Vaibhavi Sharma, a student of Class XII has found a watch in the school playground. Write a notice for inviting its rightful owner to claim the watch.

Modern Public School, Ahmedabad
NOTICE

3rd July 2021

WRIST WATCH FOUND

Found a lady's wrist watch in the school playground today at 8.30 a.m. The genuine owner of the watch can claim it back from the undersigned after giving necessary details about the watch and identification marks, if any.

Vaibhavi Sharma
Class XII E

Exercise:

1. You are Puja/Prateek, a student of Class XII of Birla Public School, Kanpur. You have lost your project file in the school canteen during recess. Write a notice in not more than 50 words for the school notice board giving details of the file and its contents.
2. You are Jay/Jaya, a student of Jawahar Vidyalaya, Gwalior. You have found a book lying in the school premises. Write a notice in 50 words for the school notice board inviting the rightful owner to furnish the necessary details to claim it back from you.

5. Celebrations

You are Rajan/ Rajani , the Head Boy/ Head Girl of your school. Your school has decided to celebrate its Silver Jubilee. Write a notice in not more than 50 words for the students seeking their cooperation for the success of the celebration.

Students' Council
Gandhi Memorial School, Kharagpur
NOTICE

3rd July 2021

SILVER JUBILEE CELEBRATION

A good news for the students! The Students' Council is organizing a cultural function on 15th July 2021, 5 p.m. onwards in the School Auditorium to celebrate the Silver Jubilee of the school. The cultural evening will comprise of songs, dances, skits, etc. Please participate and lend active cooperation to make the function a grand success. For further details contact the undersigned.

Rajan
Head Boy

Exercise:

1. You are Manish/Manisha , the Head Boy/ Head Girl of your school. Your school has decided to celebrate its Golden Jubilee. Write a notice in not more than 50 words for the students seeking their cooperation for the success of the celebration.
2. You are Priya/Praveen, the Head Girl/Boy of the Students' Council of your school. Your school has won All-Round-Best Trophy for its sports, academics, cultural and welfare activities. The Council has decided to celebrate this occasion. Write a notice in 50 words informing the students about the proposed celebrations.

6. Public Notices

You are Rakesh/ Rakhi, the Secretary of Prime Residents' Welfare Society, Diamond Heights Extension, Mumbai. Write a notice in not more than 50 words requesting the members of the society to attend a meeting to discuss the problem of security of the members of your society.

Prime Residents' Welfare Society
Diamond Heights Extension, Mumbai
NOTICE

4th July 2021

PROBLEM OF SECURITY

A meeting of the members will be held to discuss the problem of security of the members of the society. The meeting will be on 6th July 2021 at 6 p.m. in the Community Centre of the Society. All the members are requested to attend the meeting and give their considered opinion or valuable suggestions.

Rakesh
Secretary

Exercise:

1. You are the Secretary of Sun Residents' Welfare Society, Golden Heights Colony, Lucknow. Write a notice in 50 words to be circulated to all the residents of the colony informing them that there will be no water supply in your colony for two days due to maintenance work.
2. You are the Secretary of Shine Flats Welfare Association, Ahmedabad . Write a notice in 50 words to be circulated to the members of the association, requesting them to attend a meeting to discuss the parking of the vehicles of the residents.

THANK

YOU