



Hi, I am EeeBee



# Notice Writing

## Learning Outcomes

- Students will understand the structure and format of a notice.
- They will learn to write clear and concise notices for different purposes.
- They will apply appropriate language and tone for formal notice writing.

## Notice

A notice is a piece of formal communication written in order to give important information or instructions to a person or a group of persons.

Notices can be an announcement of any event, an invitation to a meeting, to issue some certain instructions, etc.

## Notice Writing Format

- Name of the organisation / institution / place
- Title
- Date
- Heading
- Body
- Writer's name

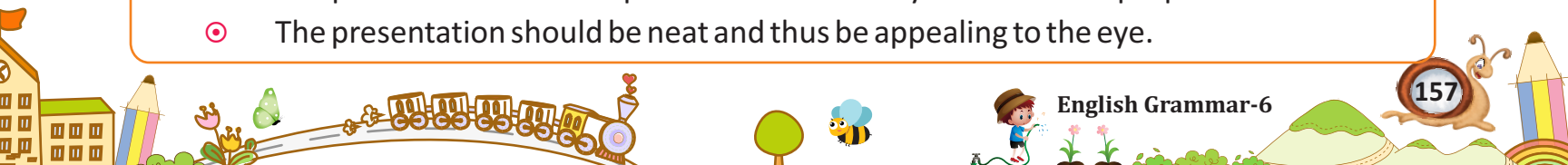
## Content

A notice must contain some important points that are to be communicated.

Here are some points that a notice should cover.

- What : What the notice is about.
- Where : If the notice is about an event then the location of such an event must be written clearly.
- When : This is the time and date of the event or meeting. The duration of the meeting should also be mentioned.
- Who : This is whom the notice is addressed to.
- Whom : It is whom you have to contact or get in touch.

- ⦿ Be precise and to the point
- ⦿ Keep the sentences short and use simple words.
- ⦿ Use passive voice as far as possible.
- ⦿ The ideal length of a notice is about 50 words.
- ⦿ Present your notice in a proper format in a box.
- ⦿ The presentation should be neat and thus be appealing to the eye.





**Example :** You are Rahul, the school headboy of Netaji Modern School, Kolkata. Your school is organising a tour to Delhi on 11th of July. Write a notice inviting the students of class VI who want to join the tour.

### NETAJI MODERN SCHOOL, KOLKATA

#### NOTICE

20 June 20\_\_

#### A TOUR OF DELHI

This is to inform the students of class VI that our school is organising a 5 days tour to Delhi. The details are given below :

- Date of Departure : 11th July 20\_\_
- Date of Return : 17th July 20\_\_
- Accommodation : Youth Hostel, 12 Sansad Marg,  
Connaught Place, New Delhi-11001  
(All meals inclusive)
- Two senior teachers to accompany the students.
- Mode of travel : Airlines

Interested students, please get in touch with the undersigned for further details by the 30th of June 20\_\_.

Signature  
(Rahul Goenka)  
Headboy

**You are Nikhil, the school captain of Poornima Model School, Guwahati. Write a notice informing the students of class VI about a debate competition to be held on 20th October.**



**Skills/Level**  
WRITING/A2



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