



Notice Writing

Notice Writing

A Notice is a short composition meant to convey a piece of information to a specific group of people. Notices play a pivotal role in the smooth functioning of an organisation.

Tips for Writing an Effective Notice

- The purpose of organising the charity show
- The day, date and time of the show
- The venue
- Who will be the Chief Guest (This information can impress people)
- The date by which the names are to be submitted
- Whom the names are to be given to
- The signature and designation of the person issuing the notice

Format of Notice Writing

NAME OF THE ISSUING ORGANISATION	
NOTICE	
DATE	HEADING
CONTENT	What information is to be provided and to whom. date, time, venue, any other important details (don't use 'I' or 'you')
Signature (Name)	
Designation	

Specimen Notice Writing

1. Your school is organising a picnic to New Delhi. As the headboy of the school, write a notice for circulation among the students informing about the programme.

MODERN PUBLIC SCHOOL	
NOTICE	
July 8, 20__	
Picnic to New Delhi	
This is to inform all the students that the school is organising a picnic to New Delhi for three days (4 to 18 July, 20__). The students of the senior wing are not allowed to join this picnic. The interested students of the Primary and Middle section should give their names to Mr. Rohan along with Rs. 1000 and their parent's consent letter latest by 25th June 20__. For further information contact the undersigned.	
Vijay (VIJAY) Head boy	



2. You are Sonal Rana, the head girl of Blue Bells Public School. Write a notice to all the teachers and coordinators to attend a meeting with the Principal regarding the preparations for the coming Annual Day

BLUE BELLS PUBLIC SCHOOL

NOTICE

Sep. 21, 20____

Meeting for the Annual Day

All the teachers of Primary, Middle and Senior Wing and coordinators are requested to attend a meeting with the Principal on Sep. 21, 20____ at 2:30 p.m. in the conference room regarding the coming Annual Day celebration.

Sarmistha Ghosh

(SARMISTHA GHOSH)

Head girl

Write notices on the following topics.



Skills/Level
WRITING/A1



1. On the occasion of National Science and Technology. Day the school has decided to organise a Science fair. Rahul the secretary of the Science society, wants to call a meeting of the office bearers of the society to discuss the arrangements for the fair. Write a notice regarding this.
2. You are the Head boy/ Head girl of your school. You and some other students of the school are touched by the poor and destitute in the state run homes and orphanages and wish to make a difference in their lives by lessening their suffering. You decide to raise funds for this . Write a notice, making an appeal for donations.
3. There is going to be an inter-section debate for all the students of Class VIII on the topic "Tobacco companies should not sponsor sports events". As the cultural secretary, draft a notice providing all relevant details in not more than 50 words.
4. Write a notice for the school notice board informing the students about the visit of the Education Minister to your school on 20.11.20XX. Write the notice in not more than 50 words asking the students of the middle and senior wing to be present.
5. The school has decided to organise a Christmas Carnival in the Sports Complex. The principal has asked you, as the school Prefect, to write a notice about this carnival, inviting the students and teachers to participate in it. The notice should be written in not more than 50 words including all the relevant details.

