

NOTICE WRITING

A notice is a formal means of communication. The purpose of a notice is to announce or display information to a specific group of people. Notices are generally meant to be pinned up on specific display boards whether in schools or in public places. Notices issued by the government appear in newspapers. Format: A notice should be written in the following format:

- the name of the organisation issuing the notice
- the title 'NOTICE'
- a heading to introduce the subject of the notice
- the date
- the body of the notice
- the writer's signature, name (in block letters) and designation

A well-written notice must inform the readers about the 5 Ws: — What is going to happen, (that is, the event) — Where it will take place — When it will take place (that is, the date and time) — Who can apply or is eligible for it — Whom to contact or apply to (that is, the issuing authority) • Only the most important points should be written. • A.O.D. – that is, any other detail given in the question. • One is free to add any relevant information not included in the question. • The sentences should be short and grammatically accurate.

They should be in the passive voice as far as possible. • The notice should be presented within a box. • The word limit for a notice is 40–50 words (only the words in the body of the notice are counted). • Information given in a notice must be clear and should not cause any misunderstanding or confusion. • A notice must be catchy and appealing – it should attract the reader's attention at once. • Increase the visual appeal of your notice by using bold letters, catchy slogans, striking words and phrases, etc. • Standard abbreviations are allowed