

TOPIC NAME : NOTICE WRITING

Sub - concepts	<ul style="list-style-type: none"> ➤ A component of writing skills under Section-C of CBSE question paper. ➤ Skills , Tips and the Format for effective Notice writing
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Step -wise Learning Process

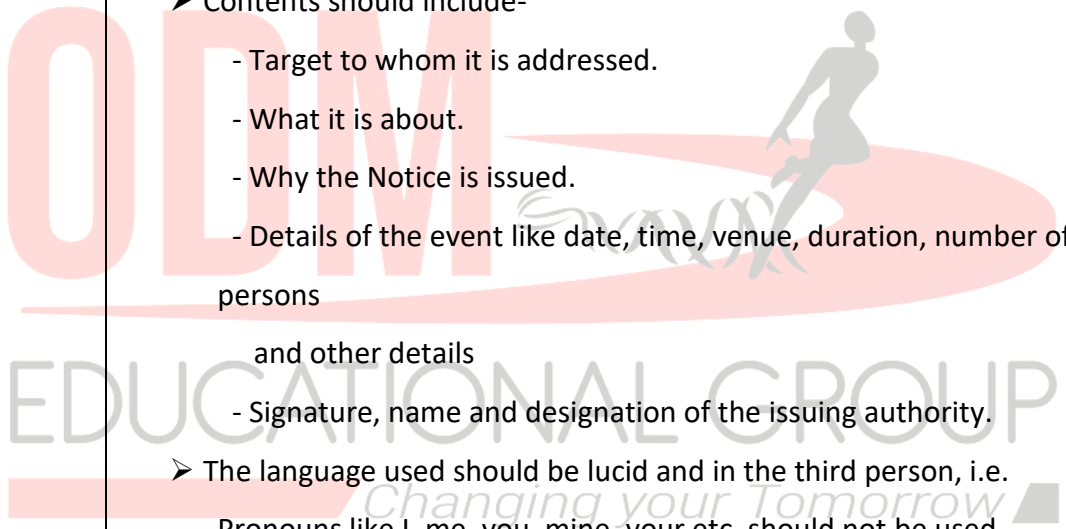
1	<p>Introduction to NOTICE WRITING as question No.3 under Section-C of the Question Paper</p> <ul style="list-style-type: none"> ✓ It's a component of Section – B of the Question Paper, under short-answer question category. ✓ Notices are short compositions written to convey some information or make a formal announcement about some events. ✓ They are simple and lucid in style. ✓ The notices are either posted on the notice board meant for the purpose or given in a newspaper.
2	<p>CBSE Perspective:</p> <ul style="list-style-type: none"> ➤ Section –B of the question paper will have one compulsory writing of short-answer category, like Notice Writing, carrying 4 marks. ➤ As alternatives to Notice writing, Advertisement, Poster writing, Invitations and Reply t invitation are also set in the question paper.

3	<p>Marking Scheme</p> <ul style="list-style-type: none"> ➤ Notice Writing, carries 4 marks, with the following distribution. <ul style="list-style-type: none"> - Format - 1 mark - Content - 2 marks - Expression - 1 mark
4	<p>Some Useful Tips on Notice Writing</p> <ul style="list-style-type: none"> • It usually begins with “This is to inform” or “It is hereby informed”, followed by the target group it is meant for. • The notice should always answer the questions ‘What’, ‘Where’ & ‘When’, relating to the event it is written about. • The end part of the Notice should have a signature, name and designation of the person in-charge. • The word Notice along with a proper title and the issuing organization should be mentioned. • A well written Notice must inform the readers about what, when where, who & whom (i.e. 5 W’s)
5	<p>Usual Categories of Notices:</p> <ul style="list-style-type: none"> ➤ Events ➤ Meeting ➤ Lost & Found ➤ Tours & Camps ➤ Appeal/Warning ➤ Change of name / residence

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Noteworthy Points to be kept in mind:

- Name of the organization/ Institution issuing the notice, to be mentioned at the top, centre aligned.
- Date to be mentioned next.
- The word “NOTICE’ to be written after that, centre aligned.
- Heading (Subject of the Notice)
- Contents should include-
 - Target to whom it is addressed.
 - What it is about.
 - Why the Notice is issued.
 - Details of the event like date, time, venue, duration, number of persons
 - and other details
 - Signature, name and designation of the issuing authority.
- The language used should be lucid and in the third person, i.e. Pronouns like I, me, you, mine, your etc. should not be used.
- Put the Notice in a box.
- Adhere to the word limit as instructed in the question.
- A Notice should include some Value points (necessary details) in order to make it precise and effective.



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Format of Notice writing

<p>ODM Public School Bhubaneswar</p> <p style="text-align: center;"><u>NOTICE</u></p> <p>Date.....</p> <p style="text-align: center;"><u>Summer Vacation, 2020</u></p> <p style="text-align: center;">B O D Y</p> <p>Signature Designation</p>	<p>-Name of the organization</p> <p>-The word NOTICE</p> <p>- Date</p> <p>Heading or Subject</p> <p>-Body of Notice</p> <p>-Signature of authority with designation</p>
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