What is a notice?

A notice is a written or printed announcement (Example - a notice for sale). It is written in order to inform a large number of people about something that has happened or is about to happen.

It could be an upcoming event, competition, Lost and found notice or just a piece of information to be delivered to the targeted audience. It is generally written in a formal tone. Notices are factual and to-the-point. The language used is simple and formal, not flowery. They are put up on display boards in schools or at public places.

Notice Writing Tips

Please follow the given tips while attempting a question based on **Notice writing**

1. Do not cross the word limit to avoid penalty of marks. The prescribed word limit is 50 words.
2. Repetition of any information should be avoided.
3. Always enclose the notice in a box. Make sure you draw the box with a pencil.
4. Keep your notice short, crisp and to-the-point.
5. Highlight the word “NOTICE” and “TITLE”. It can be either bold or underlined.
6. The title should be captivating and eye-catching.
7. Don’t make hypothetical information and facts. Make use of what’s give in the question.
8. Make sure you do not mention your personal information.
9. Make use of all the available information in the question.
10. Your answer shall include answers to all the 5 W’s – What, Why, When, Where and Who.
11. The purpose for which it is being written should be stated clearly.
12. Focus on presentation and clarity.

Important Tips to be followed while writing a Notice

* Adhere to the specified word limit of 50 words.
* Write the word NOTICE at the top.
* Name and place of the school, organisation or office issuing the notice should be mentioned.
* Give an appropriate heading.
* Write the date of issuing the notice.
* Clearly mention the target group (for whom the notice is to be displayed).
* Purpose of the notice.
* Mention all the relevant details (date, venue, time).
* Signature, name and designation of the person issuing the notice.

Notice Writing Topics

**The topics for notice writing could be as follows –**

1. A competition
2. An excursion trip
3. A lost and found notice
4. An inauguration to take place
5. An exhibition
6. A blood donation camp to be held

 Or any such type of event or information to be issued in public interest.

1) As the Class Representative of your class, draft a notice for your class to attend a meeting to plan a One Day Picnic next month.

Class SYBSc Bot /Zoo

9th Feb 2021

All students are requested to attend a meeting tomorrow i.e., 10th Feb 2021 during the recess in Room No 8 to discuss plans for a One Day picnic in March.

Pl come with suggestions for the same.

Akash Kumar

CR

V P Science College, V V Nagar

NOTICE

8th February , 20xx

Change in college Timings for Saturday 13th Feb

All students are hereby informed about a change in college timings on 13th Feb, 20xx. Due to the ongoing Municipal Election Meeting of all faculties ,the college will function from 8 am to 1.00 pm .This is applicable for only 13th Feb 2020

Principal

You are Secretary of the Culture Club of your college. Draft a notice in not more than 50 words informing students of a proposed visit to some important historical sites in your City  
Answer:

|  |
| --- |
| V P Science College, Ahmedabad  Culture Club Notice  9th Feb 2021  Visit to Historical Sites Members of the club are hereby informed of a proposed educational visit to a few important historical sites in our city which is likely to be scheduled between the 28th Feb and 15th of March 2021.Interested students are required to pay Rs550 (inclusive of transport and snacks) to the undesigned before 12th Feb 2021 along with Parents’ Consent Letter.  Secretary Culture Club |

As the Secretary of the sports Club of your college, write a notice about the Sports Day to be organized in your college.

V P Science College, V V Nagar  
SPORTS CLUB: Annual Sports Day

Notice

8th February 2021

Our college is celebrating its Annual Sports Day on 28th  Feb 2021. Students are hereby informed to give their names for participation in various events to be held on the Sports Day.The list of events is given below:

* Races 100, 400, 800 & 5000 metres
* High jump & Long Jump
* 400 metres relay
* short put, Discus Throw and javelin  
  Please give your names to the undersigned in the Sports Room before 22nd Feb 2021.

Sports Secretary

Rakesh Patel

kho-kho

The list of events is given below:

* Races 100, 400, 800 & 5000 metres
* High jump & Long Jump
* 400 metres relay
* short put, Discus Throw and javelin
* kho-kho

You are the Secretary of NSS . You are going to organize a blood donation camp. Write a notice in not more than 50 words, urging the members of your college to come in large numbers for this noble cause. Invent all the necessary details. Answer:

|  |
| --- |
| VP Science College  NSS: Blood Donation Camp  Date: 8th Feb 2021 Notice  Blood Donation Camp Our club is organising a blood donation camp in the College on 12th Feb 2021 from 10 .00 am to 4.30pm  All arrangements will be adequately made along with drinks and refreshments for all donors. The camp is being conducted under the expert guidance of the doctors and nurses of the Red Cross Society.  Students are hereby requested to ensure an overwhelming response to this camp by even persuading their friends and relatives to come forward for this noble task. All donors will be issued a Certificate and free blood test report.  Secretary, NSS |

You are the Secretary of the Cultural Club in your college . The club is going to organize a Talent Evening .Write a notice inviting students to register their **names for selection**.

V P Science College

CULTURAL CLUB

NOTICE

Date: 8th Feb 2021

All students are hereby informed that the Cultural Club is going to organize a Talent Show on 1st March 2021. Those who are interested in participating should give their names for selection to the undersigned by 15th of February 2021 in the Club Office.The selection will be on 20th Feb 2021 at 3.30 pm in room no 8. The selection will be for the following events:

Group Dance, Mono acting, Singing, Compering, Skits, Playing music

Secretary

Rakesh Patel

You have found a watch in the college. Write a notice for the owner.

FOUND

Date: 8th Feb 2021

A watch was found in the playground on 7th Feb. The owner can come and claim from the undersigned after giving proof of identification in Bio Lab 2 in recess.

Kumar

SY BSc, Roll No 213

You have lost a watch. Write a notice for your college fellows

LOST

Date: 8th Feb 2021

A black coloured sports watch(Casio) was lost in the playground on 7th Feb. The finder is requested to contact the undersigned as soon as possible. A Coffee treat is promised to the finder.

Rakesh Patel

9987653419

Class SY (Chem) Roll No 231