

NOTICE WRITING

What is a notice?

Do in Register

- A notice is a written or printed announcement
- 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 or just a piece of information to be delivered to the targeted audience.
- written in a formal tone.
- are factual and to-the-point.
- language used is simple and formal, not flowery

FORMAT

Name of the issuing agency/authority
NOTICE
Date of issue/Release of the notice
Title/Subject of the Event
BODY
(Date/time/duration/Place/Venue)
Authorized signatory
(Name, Designation and signature)

<u>Format</u>	01 mark
Content	02 marks
Expression	01 mark
Total	04 marks

EXAMPLE

Do in Register

WEST END COOPERATIVE GROUP HOUSING SOCIETY, VASUNDHARA.

NOTICE

01st March 2019

SOCIETY MEETING ON IRREGULAR WATER SUPPLY

Members of the the west End cooperative group Housing Society are requested to attend a meeting to discuss the problem of irregular supply of drinking water. The meeting will be held at on 05/03/2019 at the West End Community Hall from 9:00 AM to 11:00 AM. Attendance is compulsory.

Ankita

ANKITA

Secretary

West End Cooperative Group Housing Society.

EXAMPLE

Do in Register

Modern School

NOTICE

21 June 2019

Inter School Cultural Fiesta

An Inter School Cultural Fiesta Is Going To Be Organized In Our School On 26 June 2019. The Event Will Start At 10: am In The School Auditorium . It Includes Competition In The Field Of Music, Dance And Dramatics. Student Interested In Participating May Get There Names Registered With The Undersigned , Latest By 23 June 2019.

Rahul Yadav

(Head Boy)