## Topic 6- Notice

Notices are a means of formal communication targeted at a particular person or a group of persons. It is like a news item informing such person or persons of some important event. This can be an invitation to a meeting, an announcement of any event, to issue certain instructions, make appeals etc. It is generally written and then displayed at a public place, where it is accessible to all.  They can be pasted on notice boards. If it is meant for a wider audience it can even be published in a newspaper. The government when it issues notices must publish it in national and local papers.

Format: Since notices are a formal document it should follow a structure or a format. Keep in mind there is no one correct rigid format. Different formats used by different people/organizations can show some variations. But it is ideal to follow a somewhat similar format for ease of understanding and uniformity. Let us look at the most used format of notices.

1. *Name of Issuing Organization/Authority:* Right at the very top, you print the name of the person or company that is issuing the said notices. This will help the reader identify the notices as important or unimportant to him.
2. *Title:* When writing notices we mention a title “NOTICE” at the top. This helps draw attention to the document. Notices are generally posted at a public place or published in newspapers. It is important that they do not get lost in a sea of information. So a bold title clearly mentioned helps draw the attention.
3. *Date:* After the tile to the left-hand side we print the date on which the notices have been published. Since this is a formal document date is an important aspect of it since these documents stay on record.
4. *Heading:* Then we move on to an appropriate heading to the notices. This heading should make abundantly clear the purpose of the notices.
5. *Body:* After the heading, we write the brief and to the point body of the notice. The main content of the notice features in the body.
6. *Writer’s Name:* At the end of the notices we write the name and designation of the notice-writer. The notices have to also be signed by the same person to lend it authority and validity.

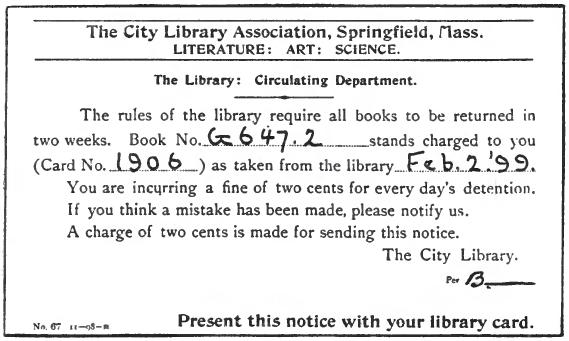
Content

Notices should cover some important points that are to be communicated to the readers. Let us summarize the five points that the content of the notice will cover, the five W’s

1. ***What:*** What is the notice about? The notice should be clear about what is going to happen (event), or what has already happened (occasion). This is the crux of the message and should be written clearly. There should not be any ambiguity.
2. ***Where:*** If the notice is about an event, then the location of such an event must be written clearly. The venue or the location are important details, so make sure to include this in the notice.
3. ***When:*** This is the time and the date of the event or meeting. If possible the duration of the event should also be mentioned to people can schedule their time accordingly.
4. ***Who***: This will be who the notice is addressed to. Who all are suppose to adhere to the notice should be clearly mentioned to avoid confusion.
5. ***Whom***: And final detail should be whom to contact or get in touch with. This mentions who the appropriate authority is to contact.

Tips to Remember regarding Notice Writing

* Be precise and to the point. The ideal length of notice is 50 words, so precise language is appreciated.
* It is a formal form of communication so the language used should be formal as well. No flowery text.
* Keep the sentences short and use simple words. Since notices are fairly brief it is best to keep it simple.
* Use passive voice as far as possible.
* Present your notices in a proper format in a box. The presentation should be neat and thus be appealing to the eye.



**Topic 7 Agenda**

An agenda, also called a **docket** or a **schedule**, is a list of activities in the order they are to be taken up, from the beginning till the adjournment. An agenda helps in preparing for a meeting by providing a list of items and a clear set of topics, objectives, and time frames that are needed to be discussed upon.

What are meeting minutes?

Meeting minutes, or mom (for minutes of meeting) can be defined as the written record of everything that's happened during a meeting. They're used to inform people who didn't attend the meeting about what happened, or to keep track of what was decided during the meeting so that you can revisit it and use it to inform future decisions.

What is the purpose of meeting minutes?

You shouldn’t be intimidated by the term “minutes” since it’s actually a little misleading. After all, your committee or Board doesn’t want or need a record of its meeting proceedings minute by minute! But it is important to capture the essence of the meeting, including details such as:

* decisions made (motions made, votes, etc.)
* next steps planned
* identification and tracking of action items
* Minutes are a tangible record of the meeting for its participants and a source of information for members who were unable to attend. In some cases, meeting minutes can act as a reference point, for example:
* when a meeting’s outcomes impact other collaborative activities or projects within the organization
* minutes can serve to notify (or remind) individuals of tasks assigned to them and/or timelines.

Format of an Agenda

An Agenda normally includes the following elements −

* **Meeting Agenda Title** − at the top; preferably center-aligned
* **Meeting Information** − Description of the purpose
* **Objective** − description of Agenda
* **Date** − for maintaining records of correspondence
* **Location** − the place of meeting
* **Time** − the actual time of commencement of the meeting
* **Meeting Type** − brainstorming or Discussion or Assessment
* **Time of Arrival** − time to begin the meeting
* **Time of Adjournment** − time the meeting ends
* **Attendees** − Number of people present, with their names
* **Preparation for Meeting** −
  + **Please Read** − instructions to be followed
  + **Please bring** − things supposed to be carried that day
  + **Action Items** −

|  |  |  |
| --- | --- | --- |
| Last Action | Responsible Authority | Due Date |
| New Action | Responsible Authority | Due Date |

* + **Other notes** − other instruction or information to be taken down.

**Sample**

**Update after meeting with Hasta La Vista representatives**

* **Meeting Information** − Update after meeting representatives of Hasta La Vista.
* **Objective** − for the purpose of interior decoration of our office premises.
* **Date**- 23rd April, 2015
* **Location**- Meeting Room-1
* **Time**- 4:30 PM
* **Meeting Type**- Discussion
* **Time of Arrival**- 6:00 PM
* **Time of Adjournment**- 8:30 PM
* **Attendees**- Mohtahsim M., Kiran K. Panigrahi, Gopal K Verma, Manisha Shejwal
* **Preparation for Meeting**:
* **Please Read** - Hasta La Vista Company Brochure, Quotation Document
* **Please bring** - Competitor Company’s quotation, hourly rates analysis
* **Action Items**:
* **Due Action**:

|  |  |  |
| --- | --- | --- |
| Updates from Hasta la Vista | Gopal K Verma | 30th April, 2015 |
| Find Hasta la Vista’s competitor | Manisha Shejwal | 30th April, 2015 |

* **New Action:**

|  |  |  |
| --- | --- | --- |
| Send email to their Head of Marketing | Manisha Shejwal | 5th May, 2015 |

* **Other notes** - Products to purchase for the interior décor.

**Topic 8 Minutes of Meeting**

**Why are they called minutes of a meeting?**

According to Today I Found Out, the "minutes" of "meeting minutes" don't refer to the minute measurement of time, but to the "minute" (my-newt) notes taken during meetings.

**What is the agenda of a meeting?**

**Meeting agenda = outline:**

At the very least, it’s important to get a copy of the meeting agenda and use it as a guide or outline for taking notes and preparing the minutes – with the order and numbering of items on the minutes of meeting matching those of the agenda.

In addition, the agenda and/or meeting notice also provides information that will need to be included in the minutes, such as:

* the names of all the meeting attendees, including guests or speakers
* documents that are sent out with the agenda or handed out in the meeting – copies (digital or hard copy) of handouts should be stored with the meeting minutes for future reference and for sharing with those who were unable to attend the meeting (and others as determined by the meeting’s Chair).

**2. What should be included in meeting minutes?**

Before you start taking notes, it’s important to understand the type of information you need to record at the meeting. As noted earlier, your organization may have required content and a specific format that you’ll need to follow, but generally, meeting minutes usually include the following:

* Date and time of the meeting
* Names of the meeting participants and those unable to attend (e.g., “regrets”)
* Acceptance or corrections/amendments to previous meeting minutes
* Decisions made about each agenda item, for example:
  + Actions taken or agreed to be taken
  + Next steps
  + Voting outcomes – e.g., (if necessary, details regarding who made motions; who seconded and approved or via show of hands, etc.)
  + Motions taken or rejected
  + Items to be held over
  + New business
  + Next meeting date and time