

PUBLIC NOTICE

Notices are meant to be a public form of communication and are usually not targeted at a specific individual or group. However, in some cases, public notice can be directed to be read by a particular person or a group. It can be utilised to share information about many activities or facts such as making appeals, issuing instructions, broadcasting orders, etc. Because of its public nature, maximum attention is paid to ensure that the notice reaches a maximum number of people.

Format

1. *Name of Issuing Organization/Authority:* At the top, mention the name of the person or company that is issuing the said notices.
2. *Title:* Mention “NOTICE” at the top.
3. *Date:* To the left-hand side we print the date on which the notices have been published
4. *Heading:* The heading should make specify the purpose of the notices.
5. *Body:* We write the notice in brief and precise language, employing the least amount of words possible
6. *Writer’s Name:* End the notice by mentioning the name and designation of the notice-writer

Content

The five points that the content of the notice will cover (the five W’s)

1. What
2. Where
3. When
4. Who
5. Whom