

## NOTICE WRITING

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

Important points to Note in Notice-

1. There are many types of information, according to them the content and language of the information should be.
2. The syntax should be simple and concise, but no important thing or information should be missed.
3. The information should be written square or rectangular and the information should have lines around it so that they Get everyone's attention.
4. Key information or important things should be underlined or dark color should be used.
5. Questions like when, where, why, how should be answered in the text.
6. Information is written in the other male. At the end of the notice, the name and designation of the official of the concerned institution should be written. needed.