

C.W

5/5/21

Notice Writing

* Notes (Important points to keep in mind)

→ Name of The Organization, Institution etc.

For eg:- Cultural committee organizing an event.

Here the organization is I.H.S

→ The word 'NOTICE' (all caps) (underlined)

→ Date - Left hand side corner

- It has to be in the British Format.

- eg:- 05 May 2021 (Not 05th) (No punctuation)

→ Caption - Eye catching

- Short, crisp

9/5/21

→ Body - Capital letters for name of organization
- Details of schedule

Chronological order

Date

Time

Venue

Contact

4 important points

Date

Time

Venue

Purpose

who can attend?

→ Logical connection must be there.

→ For further queries please contact "Name" at "Mobile no./Email" or, undersigned.

→ 50 words: Including NOTICE, organization etc.

→ Subscription order - Signature, Name, Designation.
- Designation - Head Boy etc.

(*)

: Format:

Name of the Institute

Do

NOTICE

Date

Heading / subject

Content of the notice: what, when, where, why, special instructions, contact etc. Start: "This is to inform"

Signature

Name

Designation

Overall Points

→ Write Designation, if not given.

→ Starting - "This is to inform you that..."

⇒ Practice Questions

Q) You are Yash Gupta, the incharge of cultural club of your school. Write a notice for the school notice board, not more than 50 words inviting participants for a painting competition, to be held at Pragati maidan

The Indian High School

NOTICE

09 May 2021

Painting Competition

This is to inform you that a painting competition will be held at Pragati Maidan on 15 May 2021 at 3:45 pm. Interested participants are requested to ~~contact~~ send an email to pragatimaidan@gmail.com or call on +971 56 7236123. If any queries arise, please contact the undersigned.

Yash

Yash Gupta,
Cultural Club Incharge