



CHANDIGARH
UNIVERSITY

Discover. Learn. Empower.

University Institute of Liberal Arts and Humanities

Course Name: Communication Skills

Course Code: 20UCT-141/191

Faculty: Ms. Rajan Kangotra



NOTICE WRITING

DISCOVER . LEARN . EMPOWER

COURSE OBJECTIVES

The Course aims to:

1	Augment students overall communication and interpersonal skills by making them realize the importance of good oral and written English Language in professional life.
2	Enrich their reading capability with special emphasis on expanding vocabulary and grammatical formations.
3	Build exceptional reading and writing skills by correcting grammatical errors and pronunciation through practice.

COURSE OUTCOMES

On completion, the students are expected to

CO Number	Title	Level
CO1	Produce correct contextual written text and speech in a wide range of communication situations.	Apply
CO2	Write original short compositions, in the form of paragraph writing, business correspondence, blogs etc. through logical support and argument.	Analyze
CO3	Demonstrate linguistic competence through accuracy in grammar, pronunciation and vocabulary.	Apply



Notice

- A notice is usually a straight forward written communication giving some information or instruction.
- A notice may be issued inside an organization or sent outside it.



Purpose of Writing Notice

- Announce Social Events.
- Report on matters of interest to staff.
- Inform staff of new procedures.
- Advertise Posts for internal appointment.
- Remind staff of company procedures.



Points to Remember

When designing a notice, our aim must be ensured that:

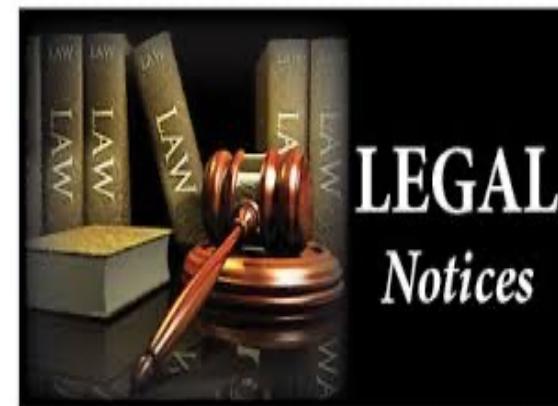
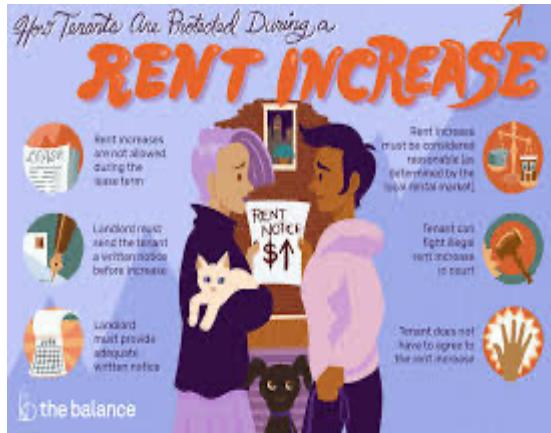
- The notice is seen and acted upon where necessary.
- Long, rambling paragraphs will not achieve this aim.
- It must contain essential information.
- It must be displayed attractively so that it receives attention and cooperation.
- When designing a notice, make sure you spell the words appropriately otherwise the meaning will change completely.
- In case of legal notice, it is sent by post.

Guidelines For Notice Writing

When designing a notice bear in mind these guidelines:

- Use different size print for emphasis.
- Give the notice a clear heading.
- Use sub-heading to break up the main information logically.
- Use the paper effectively to display the notice attractively.
- Include the name of the writer at the bottom as well as reference and date.

Various Kinds of Notices



Types of Notices

1. Notice within Organization.



2. Notice for Public.



Sample Notice (Within Organization)

**Khanna Textiles (P) Ltd.
Ludhiana**

15th October,2020

NOTICE

There will be a general body meeting of our Employees Recreation Club of this organization to form sub committees for organizing the various activities connected with Diwali celebration. Suggestions in this connection are welcome.

**M.A.Thakkar
(President)
Khanna Textiles Employees Recreation Clubs.**

Sample Notice For Public

(To be published in newspaper)

- “Notice is hereby given that I, Krishna Kumar, aged 24 (Date of birth 15-03-1980), son of Shri Vishnu Kumar will hence forth be known as Krishan Kumar. Application to this intent has been made to appropriate authority.”

Poll Question 1

- Notice is generally written in informal tone.
 1. Yes
 2. No

Practice

The Resident Welfare Association (RWA) is organizing a dog show in Nehru Park, Panchkula. As organizing secretary of RWA, write a notice to be put on the society's notice board about the dog's show. Invite the names and phone numbers of those interested in taking part in the competition.

Applications

- Outlines help to identify which steps to take in which order and they help to break the task up into manageable pieces of information.
- Correct grammar , punctuation and spellings are the keys in written communication , hence these can be improved with the practice.
- Technical words used in writing skills improve vocabulary .

Assessment Pattern

Students are assessed on the basis of the following parameters:

- Hourly Tests - 2
- Assignments
- Surprise Test
- Quiz
- Student Engagement
- End Semester Exam

References

- <https://www.pearson.com/us/>
- <https://www.atpeducation.com/home>
- <https://www.learnpick.in/prime/documents/notes/details/4727/memos-circulars-and-notice>
- Practical English Usage fourth edition by Michael Swan(Online book at Flipkart).



THANK YOU

For queries
Email: communicationskills.uilah@gmail.com