



Notice Writing CBSE

Definition- Notice is a method to communicate information to inform general public about a specific event. We can say it is a written/printed document that works as a source of official information/news announcement.

Marking Scheme of Notice-	4 Marks
Format 1. Name of the institution 2. the word 'NOTICE' 3. Heading/Title 4. Date 5. Writer's Name with Designation	1 Mark
Content (Replies of What, when, where, who, whom)	2 Marks
Expression (Coherence, spellings and grammatical accuracy)	1 Mark

Necessary & Salient Tips/Points to be followed while writing a Notice:-

- ✦ Strictly Adhere to the specified word limit of 50 words to avoid penalty of marks.
- ✦ Keep your notice simple, short, clear, and to-the-point.
- ✦ It should be in a rectangular box drawn with the help of pencil.
- ✦ Include answers to all the 5 W's - What (event), Why (Purpose of Notice), When (Date & Time), Where (Venue/Place) and Who (Organiser & Invitee).
- ✦ Use of all the facts mentioned in the question do not miss any and crosscheck all the facts and data from the questions like dates, time, name, place/venue, agenda, & designations etc.
- ✦ Use a formal/official language / tone & take care of grammar and spellings.
- ✦ Focus should be on presentation and clarity.
- ✦ Use of Passive voice should be preferred as far as possible.
- ✦ Increase the visual appeal of your notice by using bold letters, catchy slogans, miniature, striking words and phrases, etc. Standard abbreviations are allowed.
- ✦ As a notice usually announces an upcoming event/celebration, etc. so future time reference is used more than any other tense forms while writing a notice. So don't use past tense.

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- ♣ Never use first person i.e. I, we and me etc. while writing a notice. Use only third person
- ♣ Repetition of any information should be avoided.
- ♣ Keep in mind that you do not mention your personal information.

Value points to be added in a Well Written Notice –

For Meeting	Events/Special Occasion	Lost and Found Notice	Tours / Camps / Exhibitions/Excursion
@Date:	#Name:	\$ Article lost/ found:	® Name and nature:
@Time:	#Date:	\$ Date:	® Occasion & Venue:
@Venue:	#Time:	\$ Time:	® Date:
@Agenda:	#Venue:	\$Place:	® Invitation, appeal:
@Purpose:	#Eligibility:	\$Identification	®Time duration:
@Who to attend:	#Invitee:	marks: \$Contents:	® Contact address:
@Contact Address:	#Contact address:	\$Contact Details,	® Specific instructions
@Specific Instructions:	#Specific information:	Reward:	– dos and don'ts:
		\$When and where:	

A Perfect Notice should include all these things/Method of Writing Notice

◆ Name of Institution / Organisation/Issuing Authority –

It refers to the name of institution/school of which the person writing a notice.

It should be at the Top of Notice and at the centre of first line & also write it in bold letters.

e.g.- **KALYAN PUBLIC SCHOOL, FATEHPUR**

◆ **Word NOTICE-** After leaving space of one line, just write the word NOTICE under the name of the organisation/institution/office in Capital letter in centre.

e.g.- **NOTICE**

◆ **Date** - The date of issuing/releasing Notice should be written at LHS using the format of Formal Letter.

e.g.- 8 October 2020 or October 8, 2020 or 5th February 20XX

◆ **Title/Heading-**

It should in the next line after Date.

#The Heading of the Notice should always be according to main idea/subject matter on which the notice is based/ written.

It should be captivating, eye-catching and brief, precise. It can be either bold or underlined.

e.g.- Suppose a school is going to organise a Inter House Extempore for the students of class 9th to 12th then title-

:Inter House Extempore:

INTER HOUSE EXTEMPORE

◆ **Main Body-**

@The body should contain all the necessary information required in the notice like time, venue, last date and it should be written in passive voice without the use of first person.

@ Mind it to be straight forward and informative.

@ It should not take more than 5 lines.

@ Use short and grammatically accurate sentences.

@ A well-written notice must inform the readers about the 5 Ws: —\$ What is going to happen, (that is, the event) —\$ Where it will take place — \$ When it will take place (that is, the date and time) — \$ Who can apply or is eligible for it —\$ Whom to contact or apply to (that is, the issuing authority)

@ You can add any relevant information to the notice not included in the Q.

@Starting can be done like one of these way-

⇒ This notice is regarding.....

⇒ Interested candidates are invited to....

⇒ This is to inform.....

⇒ With regarding to.....

⇒ XYZ invites all to.....

⇒ All the candidates/students are hereby informed.....

@ You can write main body either theory based or direct points .

@ End the Main Body with one of these expressions –

⇒ For more details contact the undersigned.

⇒ For more information contact the undersigned.

⇒ Feel free to communicate with the undersigned for more details.

⇒ Contact the undersigned for more information.

♦ Closing Portion-

Leave a line and then place the signature of issuing authority/the person who issues the notice or responsible for the notice at LHS.

When name is not mentioned in the question paper then you have to assume yourself as XYZ or ABC and sign accordingly .

After signature mention the name of Authorised Signatory / Issuing Authority /the person giving information.

At last put down the designation/ post of the person who is drafting the notice like Head Boy / Librarian/Exam In Charge/Principal below the name in bracket or without bracket.

Format

NAME OF THE ISSUING AGENCY/AUTHORITY/INSTITUTION(Centre)

NOTICE(Centre)

Date of issue/Release of the notice(LHS)

TITLE/SUBJECT OF THE EVENT(Centre)

This is to inform all students/employees of class ---- (class Name)/this company that our school/company is going to organise "-----" (topic name) on ----- (Date) at ----- (time). The venue is ----- (name of venue/place).The students / employees who desire to take part, give/register their names to undersigned.

Signature

Name of Notice issuing person
(Designation)

Isd

NAME OF THE ISSUING AGENCY/AUTHORITY/INSTITUTION(Centre)

NOTICE(Centre)

Date of issue/Release of the notice(LHS)

TITLE/SUBJECT OF THE EVENT(Centre)

This notice is regarding.....One or two lines about programme/event then the details/particulars of the program/event/occasion are as under/follows:-

- # Event-
- # Date & Time-.....
- # Venue-.....
- # Invitee/Chief Guest(if any)-.....
- # Last/closing Date for Registration.....
- # Eligibility-.....
- # AOD(Relevant)/ For more information contact the undersigned.

Signature

Name(Capital Letters)

Designation/Post Name

Df. Formats of Notice

Notice Format for class 11, 12

Name of the Issuing Authority, Place

Notice

Date (in expanded form without comma)

Heading / Title

Content

Signature of the issuing authority

Designation

Format: 1

Content: 1½

Expression: 1½

Queen Mary Convent, Lucknow

NOTICE

8th August, 20XX

Inter-School English Debate

Students of classes IX to XII are hereby informed about an Inter-School English Debate to be hosted by the school on 16th August, 20XX in the school auditorium at 9 AM.

The topic of the debate is "Homework should not be given at primary level." The school winning the debate will be presented the Inter-School shield and the three best debaters will be awarded prizes. Interested students from each class should submit their names to the HOD (English) by 10th August, 20XX.

Avinash Sharma, Class XII
(Cultural Secretary)

Name of the
'Organisation/
Institution/Office'
issuing the notice

1/2 Mark

The word 'NOTICE'

The 'Date' when the
notice is issued

1/2 Mark

'Heading' or
'Subject'

1/2 Mark

'Content' of the
notice

2 Marks

'Name'
& 'Designation'
of the person
issuing the
notice

1/2 Mark

Total
Marks
4

Name of the issuing agency/authority

NOTICE

Date of issue/Release of the notice

Title/Subject of the Event

BODY

(Date/time/duration/Place/Venue)

Authorized signatory

(Name, Designation and signature)

Solved Questions

Q 1. You are Aman / Anita , In-charge of cultural club of SPV School, Patna. Draft a notice for your school notice board inviting students to participate in the singing competition.

Solution-

SPV SCHOOL, PATNA

NOTICE

19 March 2020

SINGING CONTEST

This is to inform that a singing competition would be organized in the auditorium of the school on 26th March 2020. Two students of every section from class VI to class XII can participate. Interested students can submit names to their class teacher by 23rd March 2020.

@ For more details contact the undersigned.

AMan

AMAN

(In Charge of Cultural Club)

Q. 2 You are Roopa/Ritesh, the cultural secretary of M.R.V High School, Hyderabad. You have been asked to inform students of class IX and XII about the auditions for an Interschool Dramatics Competition. Draft a notice in not more than 50 words for the students' Notice board with all necessary details.

Answer:-

M R V PUBLIC SCHOOL, HYDERABAD

NOTICE

20 July 2020

DRAMATICS COMPETITION - AUDITION

An Inter-school Dramatics Competition will be held on 30-07-2020 at Nalanda Hall. An audition will be held to select students for the school team. Interested candidates may give their names to the undersigned. The details of the audition are given below:

- ◆ **Date:- 30-07-2020**
- ◆ **Time:- 10.30 am**
- ◆ **Venue:- School Auditorium**
- ◆ **Eligibility:- Students of classes IX and XII**
- ◆ **Last date for giving names:- 25-07-2020**

For further details contact the undersigned.


.....

Roopa
Cultural Secretary

Q.3 Your school is organizing an excursion to Dehradun for the students of Class XI. Draft a notice in not more than 50 words for your school noticeboard, giving all the necessary details. Invite the names of those who are interested in going. You are Tamesh Ramya, Co-ordinator of school activities of V.M. Senior Secondary School, Agra.

Answer-

B.M. SENIOR SECONDARY SCHOOL, AGRA

NOTICE

3rd October 2020

An Excursion-cum-study Tour

An excursion-cum-study tour to Dehradun is organised for Class XI students during the Dussehra vacation. Besides sight-seeing, the itinerary will include the places of educational interest including a visit to N.I.V.H (National Institute of Visually Handicapped). Willing students can enlist their names with the undersigned latest by October 7, 2020.

Date of Departure – October 14, 20XX

Date of Return – October 18, 20XX

Expenses per head – Rs. 4,000/- (inclusive of boarding, lodging, & all meals)

For further information, contact undersigned.

T. Ramya

Tamesh Ramya

(Co-ordinator, School Activities)

Q. 4 Your school is organising a two-day is soft skills related to a person'S personality traits, social graces, etc. For the students of Calls XII. As Head Boy/ Head Girl of D.P. Jain Senior Secondary School, Gurgaon, draft notice in not more than 50 words for your school noticeboard. Sign as Lalit/Leela.

Solution-

D.P. JAIN SENIOR SECONDARY SCHOOL, GURGAON

NOTICE

April 2, 20XX

Workshop on Soft Skills

Class XII students are informed that Expression India is organizing a workshop on soft skills. It will be held on 7th and 8th April, 20XX form 10:00 a.m. to 5:00 Pm. Activities will be related to personality traits, social graces, etc.

Interested students can contact the undersigned and fill up a form available at the reception along with a nominal fee of Rs. 150p per student. The last date for submission of the forms is May 28, 20XX.

Lalit

Lalit

Head Boy

Q. 5 You are Parthasarthy Mishra, the Head Boy of St John's High School, Dalhousie. You have been asked to write a notice regarding a sports kit bag found on the school playground. Write the notice in not more than 50 words. Invent necessary details.

Ans.-

ST JOHN'S HIGH SCHOOL, DALHOUSIE

NOTICE

10 April 2020

Found – A Sports Kit Bag

A sports kit bag was found on the playground on 9 April 2020 during the recess period. Anyone who has misplaced a grey sports bag with huge pockets can collect it from the undersigned within two days, that is, by 12 April 2020.

.....*ParthMishra*.....

**Parthasarthy Mishra
(Head Boy)**

Q. 6 The Residents' Welfare Association, Green Park is organising a 'Holi Fiesta' in the locality. As the president of the association, draft a notice in not more than 50 words informing the residents about the same. Give other essential details too.

Answer-

RESIDENTS' WELFARE ASSOCIATION

NOTICE

2nd March 2020

HOLI FIESTA

The Residents' Welfare Association is organising a Holi bash in the colony as per the following details:

‡ Date : 10 March 2020

‡ Time : 9 am to 5 pm

‡ Venue : Green Park Club

The residents are requested to come along with their families and friends and add colour to the rejoicings.

Ravi Kumar.

Ravi Kumar

President, RWA

Q. 7 In the capacity of the President, Residents' Co-operative Society, Nirman Complex, Bhopal, write a notice in about 50 words informing all the residents about the power cut for installation of electronic meters, seeking their cooperation.

Solution:-

Residents' Co-operative Society Nirman Complex, Bhopal

NOTICE

22nd March 20XX

POWER INTERRUPTION

It is informed to all members that the work for installation of electronic meter would be taken up on 28th March 20xx. Consequently power supply to society shall remain suspended from 09:30 AM to 04:30 PM. All are requested to extend their co-operation.

.....

XYZ

President Residents' Co-operative Society

Q. 8 You lost your Titan wrist-watch in your school. Draft a notice, in not more than 50 words, to be placed on your school notice board. You are a student of Class XII of Rani Ahalya Devi Senior Secondary School, Gwalior. Sign as Rani/Ram.

Answer-

RANI AHALYA DEVI SENIOR SECONDARY SCHOOL, GWALIOR

NOTICE

4th March 20XX

LOST! LOST! LOST!

Lost my golden coloured Titan automatic wrist-watch round about 2.00 p.m. somewhere in the school premises probably near the school basketball courts while playing there. The watch is very beautiful containing day, date and centre second. It is round in shape with golden dial giving a golden chain made in Japan. Finder may please restore it to the undersigned or to the Principal. He will be amply rewarded.



Rani

Student Class XII

Q. 9 You are Jay/Jaya, Secretary, Interact club, Shyamala Memorial Hall, Trichy, Draft a notice in not more than 50 words to be put up on our school notice board asking all the students to persuade their parents and neighbours to donate blood in the blood donation camp to be organized in your school campus by the blood in the blood donation camps to be organized in your school campus by the Lion's Club, as part of your club activity.

SOLUTION:-

SHYAM MEMORIAL HALLM TICHY

NOTICE

4th March 2020

BLOOD DONATION CAMP

This is to inform all the students and staff members that the Interact Club of the school in collaboration with Lion's Clun is going to organize a Blood Donation Camp on the eve of school foundation day. All the students are requested to persuade their parents and neighbours to donate blood for this noble cause of humanity.

Date: 20th March

Time: 9 A.M. to 2 P.M.

Venue: Cricket ground in school campus.

Donate the blood generously. It can save a precious life. Donors will be provided a donor certificate with light refreshment. For registration or further query, please contact undersigned.



Jaya (Secretary)

INTERACT CLUB

Q. 10 You are Ansuman/Anshika Sports Captain of St. Joseph's Public School, Patna. Write a notice in not more than 50 words for the school notice board, informing the students about the inter-school basketball match to be played between your school and ABC School. Give all necessary details.

Answer-

ST. JOSEPH'S PUBLIC SCHOOL, PATNA

NOTICE

4th March 2020

FRIENDLY MATCH

All the students of the school are hereby informed that an inter-school basketball match will be played between our school and ABC school. The details of the same are given below:

Date: 16th September, 2020

Timing: 9.00 a.m. onwards

Venue: ABC School Grounds

For more info. contact undersigned.

Anshika

ANSHIKA

(Sports Captain)

Questions for Practise

Q 1. As the Sports Captain of your school write a notice for school notice board informing budding cricketers to attend trials for the selection of school team. Students of Class X, XI and XII are allowed to participate.

Q 2. A poor patient in a hospital is urgently in need of blood for a surgery. As the Medical Superintendent of the hospital, write a notice to be pasted on the hospital notice board appealing to voluntary blood donors to donate blood immediately. You are Dr P Shankar working in Sudha Hospital, Chennai.

Q 3. Your school is to observe the Earth Day on 22nd April. As the General Secretary of the Student Council write a notice informing the members about a meeting you wish to hold to plan the programme. You are Sandhya / Swapnil studying in PBC School, Raipur.

Q 4. The present batch of class XII students of your school is about to bid farewell to the school and the class XI students wish to host a farewell party in their honour. As the Junior Prefect of your school, write a notice for Class XI monitors to attend a meeting to plan the party. You are Raakhi / Rohit.

Q 5. The Residents' Co-operative Society, MA Apartments, Vadodara is starting Yoga and Laughter Club. The inauguration is on Sunday, April 18. Write a notice inviting residents to the inauguration. Also mention the activities that the Club will undertake. You are Pooja / Puneeth the president of society.

Q 6. Draft a suitable notice for your school notice board informing students about the Magic Show to be organised by your school in aid of victims of earthquake in Nepal. You are Prachi / Pancham Captain of the school D.P.S. Bhopal.

Q 7. The Cultural Club of DAV Public School, Guwahati, is organising a 'classical music' evening. Pandit Ravi Shankar and Ustad Zakir Hussain will be the Guests of Honour. As Mridul / Mridula, the Secretary of the Cultural Club, draft a notice to inform the students that they can come with their parents for the event. Draft a notice in not more than 50 words.