

# **A.B.M. College, Golmuri**

## **English Core**

### **I.Com.**

**By Manish Prabhakar Singh**

## **Notice-Writing**

**(Note down the Format. Write down the solved example given blow in the copy followed by the unsolved question assigned to you as homework. No need of copying down anything else in the copy.)**

A notice is a written or printed announcement (Example - a notice for sale). It is written in order to inform a large number of people about something that has happened or is about to happen. It could be an upcoming event, competition, Lost and found notice or just a piece of information to be delivered to the targeted audience. It is generally written in a formal tone.

Notices are factual and to-the-point. The language used is simple and formal, not flowery. They are put up on display boards in schools or at public places. The notice has a simple and passive form language to deliver a direct message to the readers of the notice. It is written in 50 words.

## **Rules to be followed:**

- Notices are always written in a box.
- There should be usage of passive voice while writing a notice. It means you have to always use sentences written in passive voice. For example - The names have to be by the students to their class teacher.
- Never use first person while writing a notice. There should be no use of I, We and Me. This is an important rule which should be memorized by heart.

## **Format:**

The *notice* includes -

1. **Name of Institution / Organization** - It refers to the name of institution of which the person writing a notice is a part of. For e.g. - It is mentioned in question that you are the Head Boy / Head Girl of Kalyan Public school so the name of institution is " **Kalyan Public school** ".
2. It should have the word 'NOTICE'. Do not underline the name of Institute and the word 'NOTICE'
3. **Date** - It should be written in the form *date* in **number** month in **words** and then year. E.g. - 3 October , 2019
4. **Heading** - The Heading of the Notice should always be **according to main idea on which the the notice** is based like if it is a notice about a Inter - School Debate Competition then the heading would be " *Inter - School Debate Competition* "
5. **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.
6. **Signature** - The person who is responsible for notice, his signature should come. For e.g. - You are Amit / Anita, the Head boy or Head Girl of the school. Then you have to sign as Amit or Anita, When name is not mentioned then you have to assume yourself as **XYZ or ABC** and sign accordingly.
7. **Name** - It is the mentioned name like in previous e.g. Amit / Anita.
8. **Designation** - It is the post of the person who is drafting the notice like Head Boy / Head Girl or Librarian.
9. Present your notices in a proper format in a box. The presentation should be neat and thus be appealing to the eye.

This is the format of notice.

### Important point to be noted

- Whenever name is not mentioned use XYZ or ABC only in exam.

ABC Public School ----> Name of the institution

Notice ----> The word 'notice'

Attention! All Music Lovers ----> Heading

Date: 26 February 2020 -----> Date

-----Content Starts-----

ABC Public School will host 'Tarang', an inter school music competition from April 01 to 10, 2020. Students from class 6 to 12 can apply by submitting their names to their respective class teachers by February 29. The selection of the students will be done by music instructor Mr. M. Dubey via auditions. The schedule for auditions will be notified on March 01.

'Tarang' will be judged by famous singer Mrs. Bela Shinde. The competition will be taking place on the school campus itself. For further details contact the undersigned.

-----Content Ends-----

Neha Sharma  
(Secretary, Music Club) ----->Writer's name with the designation

## Solved Example

Q.1 You are Mohit/Mita Headboy/girl of Delhi Public School, Lucknow. Your school is celebrating "World Environment Day" on 5th June 2016. Draft a notice informing the students to bring two saplings from each class. Invent necessary details. (Do not exceed 50 words.)

Name of the issuing agency	
DELHI PUBLIC SCHOOL, LUCKNOW	
Date of Issue	18th May 2016
NOTICE	
Subject	
<u>Celebration of World Environment Day</u>	
Students are informed that "WORLD ENVIRONMENT DAY" will be observed on 5th June 2016 in the school premises. Each class is instructed to bring at least two saplings. For more information contact the undersigned.	
Name of Issuing Authority	Mohit
Designation	Head boy

## Homework

Q1. There is an acute water shortage in your college, A.B.M. College, Jamshedpur. Write a notice in about 50 words informing all students to bring adequate drinking water from home and not to waste it while using it. You are Principal.