

Notice and Message Writing

LEARNING OBJECTIVES

This lesson will help to:-

- ❖ study and learn about importance of notice writing.
- ❖ study and learn about importance of message
- ❖ study and learn about the format of notice writing.
- ❖ study and learn about the format of message

Real Life Example

Notice writing is very important in our daily lives. Notices in schools are usually pasted on the notice board so that everyone can read them.

Government makes important notices public by publishing them in daily newspapers and magazines.

We usually write messages to convey the telephonic conversation to the third concerned person.

QUICK CONCEPT REVIEW

NOTICE WRITING

WHAT IS NOTICE?

- ❖ A notice is a very short piece of writing which is usually formal in style.
- ❖ It is a method to convey a message or information in brief to all the concerned persons.
- ❖ It is widely used by individuals and organisations to announce events and celebrations, births and deaths, occasions like inaugurations and sales, to issue public instructions, etc.
- ❖ The words of a notice should not exceed 50—60 words.

HOW TO WRITE NOTICE?

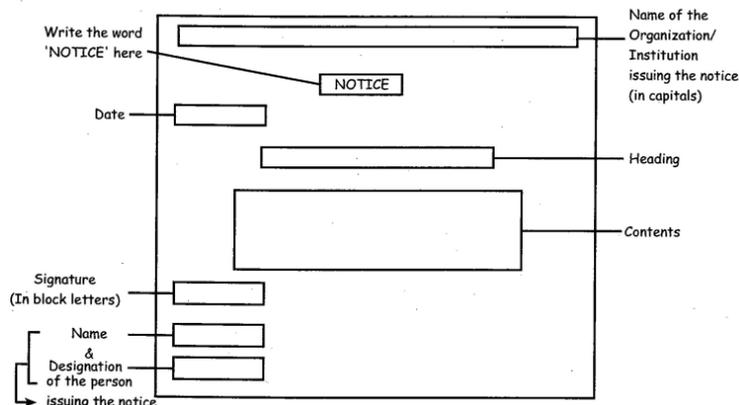
Writing an effective notice is a kind of art that can be acquired with practice" by keeping some basic points in mind while writing them out.

Notice should give complete information and must be written in a clear style and easily understand able language.

FORMAT OF NOTICE WRITING

Notice written for some official/non-official meeting should definitely have the following:

- ❖ Date
- ❖ Time
- ❖ Venue
- ❖ Purpose
- ❖ Who is to attend
- ❖ Specific instructions
- ❖ Contact person/Address



1. Format of notice issued for informing about some events

- ❖ Name
- ❖ Objective/Purpose/Occasion
- ❖ Date
- ❖ Time/Duration
- ❖ Place/Venue
- ❖ Essential qualifications/Eligibility/Conditions
- ❖ Contact address
- ❖ Specific instructions

2. Format of notice issued for lost and found of article or other valuables

- ❖ Article lost/found
- ❖ Date
- ❖ Time (Approximately)
- ❖ Identification- marks (colour, size, contents, marks)
- ❖ Contents
- ❖ Whom to contact, when and where

3. Format of notice issued for informing about tours/fairs/exhibitions/camps to be organised in –near future.

- ❖ Name and nature
- ❖ Occasion
- ❖ Objective- information, awareness, appeal, invitation, etc.
- ❖ Dates/Timing
- ❖ Expenditure/Entry fee
- ❖ Beginning/Conclusion
- ❖ Place (for tours)
- ❖ Duration: from _____ to _____.
- ❖ Contact address
- ❖ Specific instructions (Example: do's and don'ts, visiting hours, etc.)

MESSAGE WRITING

WHAT IS MESSAGE?

- ❖ This is a short letter.
- ❖ Since it is usually informal and written in a hurry, the complete format of a letter is not followed.
- ❖ Only the bare essentials are written without any formal salutation or ending, introduction or conclusion.

A well written message must inform its reader

- ❖ Who has called?
- ❖ What the caller called for?
- ❖ Whom to contact?

Amazing Facts

During the times of British Raj in India, the British officials used to write the notices in English. The motive behind writing in English was that the Indians could not understand the meaning of what is written since not all Indians were educated and could read and write in English. This meant that they could take the actions against Indians later.

- ❖ Who did the caller call for?
- ❖ Where to meet or wait?
- ❖ When to meet or come or expect?
- ❖ What to bring?

FORMAT FOR WRITING MESSAGES

- ❖ Draw a box.
- ❖ Write the word MESSAGE on the top.
- ❖ Mention date and time of writing the message.
- ❖ Salutation (to whom the message is addressed to).
- ❖ Mention the contents of the message in not more than 50 words.
- ❖ Name or signature of the person writing the message.

KEY POINTERS WHILE WRITING A MESSAGE

- ❖ A message does not need an address.
- ❖ A message must be put in the box.
- ❖ The key points must be brief and precise.

MESSAGE	
<u>Date</u>	
<u>Time</u>	
<u>Salutation</u>	
	Body
<u>Writer's name or signature</u>	

SOME TIPS TO WRITE A MESSAGE

- ❖ First note down all the important details that need to be included.
- ❖ There is no need for any introductory, or concluding line. Just convey the core message.

Misconcept/concept

Misconcept: Messages are often written in a hurry, therefore only writing the content is to write other details such as date, time etc.

Concept: Though messages are often written in a hurry, yet all the important details need to be appropriately mentioned including date, time, salutation and writer's name apart from the body/content. A message without all these would be incomplete if it does not convey for whom and by whom it is being written, date on which it is written etc.