

Notice Writing

A Notice a formal means of communication. The purpose of a Notice to announce or display information to a specific group of people. Notices are generally meant to be pinned up on specific display boards whether in schools or in public places. Notices issued by the government appear in newspapers.

A Notice should be written in the following format:

- the name of the organisation issuing the Notice
- the title 'Notice'
- a heading to introduce the subject of the Notice
- the date
- the body of the Notice
- the writer's signature, name (in block letters) and designation

Name of organisation/office issuing the Notice
Notice
Date:
Heading
Body of letter
Signature
Name
Designation

Points to remember:

- 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)

- Only the most important points should be written.
- One is free to add any relevant information not included in the question.
- The sentences should be short and grammatically accurate. They should be in the passive voice as far as possible.
- The Notice should be presented within a box.
- The word limit for a Notice is 40–50 words (only the words in the body of the Notice are counted).
- Information given in a Notice must be clear and should not cause any misunderstanding Or confusion.
- A Notice must be catchy and appealing – it should attract the reader’s attention at once.
- Increase the visual appeal of your Notice by using bold letters, catchy slogans, striking words and phrases, etc.
- Standard abbreviations are allowed.

Notice Writing Solved Examples With Answers for Class 8 CBSE

Question 1.

The Residents’ Welfare Association, Swasthya Vihar 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.

Answer:

The Residents’ Welfare Association, Swasthya Vihar

Notice

Date: 02-03-20XX

‘Holi Fiesta’

The Residents’ Welfare Association, Swasthya Vihar is organising a ‘Holi Fiesta’ in the colony as per schedule:

Date: 10-03-20XX

Time: 03:00 PM to 09:00 PM

Venue: Swasthya Vihar Club

The residents are requested to come along with their families for a celebration.

XYZ

President RWA, Swasthya Vihar

Question 2.

You are Pankaj Jain, the sports captain of December Jain Intercollege, Baraut. 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.

Answer:

Digamber Jain Inter College, Baraut

Notice

15 April 20XX

Found – A Sports Kit Bag

A sports kit bag was found on the playground on 14 April 20XX 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 17 April 20XX.

Pankaj Jain

(Sports Captain)

Question 3.

You are Raman Malik, the head boy of R.K. Inter College Shamli. Your school is organizing a tour to Sikkim, Write out a Notice inviting students who want to join the tour. Put the Notice in the box.

Answer:

R.K. Inter College Shamli

Notice

7th July 20XX

Outstation Trip

All the students will be pleased to know that our school is organizing a five-day tour of Sikkim, as per details given below:

Classes – VI to X

Date of departure – 22nd July 20XX

Date of arrival – 26th July 20XX

Those who are interested 'may deposit Rs. 3000/- per head. The cost is inclusive of sightseeing, boarding and lodging at a 3-star hotel. Please do so by 12th July.

Raman Malik

Head Boy

Question 4.

You are Kiran, school captain of Oxford High School, Bahadurgarh. Write a Notice informing the students about a Poem recitation competition to be held on 25th September.

Answer:

Oxford High School, Bahadurgarh

Notice

5th September 20XX

Poem Recitation Competition

All the students are hereby informed that a poem recitation competition will be held on 25th September 20XX in the school hall. Those who want to participate may submit their names to me by 18th September. For further information contact the undersigned.

Kiran

School captain

Question 5.

You are Abhaya, the sports captain of St. Mary's school, Dehradun. Write a Notice in 50 words for the school Noticeboard informing the students about the inter-school cricket tournament to be played.

Answer:

St. Mary's School, Dehradun

Notice

12 December, 20XX

International Cricket Tournament

An interschool cricket tournament will be played between the teams of our school and Delhi Public School in our school playground on 25th December at 4pm onwards. Don't miss the opportunity.

Abhaya

Sports captain

Question 6.

You are Vijaya, the head girl of Sommerville Public School, Greater Noida. Your school

has decided to hold a fete in the school playground. The Principal has asked you to write a Notice about this fete inviting the students and the teachers to participate in it.

Answer:

Summerville Public School, Greater Noida

Notice

7 October, 20XX

FETE! FETE ! FETE!

The school has decided to organize a fete in the school playground on 10th and 11th October, 20XX. All the students and teachers are requested to give their names for the booking of stalls. Your cooperation is needed to make the fete a grand success. For other details please contact the members of the cabinet.

Vijaya

Head girl

Question 7.

You are Anamika, the President of Lotus valley Public School, Patna. Write a Notice for the school Noticeboard informing the students about school inspection to be held on 25th February, 20XX by the Director of the school. The Notice should be of 50 words asking for punctuality, cleanliness and discipline.

Answer:

Lotus Valley Public School

Notice

20 February, 20xx

Inspection Scheduled

A school inspection will be held on 25th February, 20XX by the Director of the school. Students are requested to maintain punctuality, cleanliness, and discipline in order to keep up good reputation of our school and live up the expectations of our teachers and principal.

Anamika

President

Question 8.

You are Shweta, the president of Mother Teresa Public School. Write a Notice for the annual fiesta 'to be held in your school. Give details of the date, venue, time and items to be held.

Answer:

Mother Teresa Public School, Delhi

Notice

12 November, 20XX

Annual Fiesta

The cultural committee of our school is organizing an annual fiesta which will be held in our school premises on 25th November, 20XX from 5 pm to 8 pm. Several folk dances, folk music and regional programmes will be presented on the occasion. Students are requested to register their names in the office. For more information please contact the undersigned.

Shweta

President (cultural committee)

Question 9.

You are Anu/Anoop Desmukh, the Sports Secretary of Vivekananda public school, Noida. Your school has decided to host the regional level basket ball tournament. Draft a Notice for your school Noticeboard inviting all the children of your school to cheer for the teams.

Answer:

Vivekananda Public School, Noida

Notice

20th August, 20XX

Basket Ball Tournament

This is to inform to all the students that regional level basket ball tournament is being hosted by the school from 1st September to 4th September from 10 am to 2 pm. All the students are requested to come and encourage the participants by cheering the teams. For more information contact the undersigned.

Anu Desmukh

(Sports Secretary)

Question 10.

You are the student of DAV Public School, Patna. Your school is holding a cultural fiesta for collecting funds for the flood victims of Uttarakhand. Draft a Notice for your school Noticeboard giving details of the programme. Sign yourself as Karan Mittal, a cultural secretary.

Answer:

Dav Public School, Patna

Notice

15th December, 20XX

Appeal for Flood Victims

This is to bring to the Notice of students of all the classes that a 'cultural fiesta' is being organised by the school. The money collected will go to the 'Prime Minister's Relief Fund' for the flood victims of Uttarakhand. The programme is as follows.

Date: 21st December, 20XX

Time: 4:00 pm

Venue: school auditorium

Ticket: Rs. 100 each

Chief guest: Mr. S.K. Goswami, DM, West Division

For further details contact the undersigned.

Karan Mittal

(Cultural Secretary)

Question 11.

You are Ashok Mehta, Administrative Officer of Hindustan Petroleum gas Ltd. Draft a Notice for local newspaper, inform the public about the change of the company's address.

Answer:

Hindustan Petroleum Gas Ltd

Notice

15th October, 20XX

Change of address

General public is hereby informed that Hindustan Petroleum gas Ltd. has shifted its company office from 48, New Rajinder Nagar to 36, Amardeep building, Pusa Road. Henceforth, all correspondence should be directed to the new address. The office hours will remain the same i.e. 9:00 am to 6:00 pm. For further details contact the undersigned.

Ashok Mehta

(Administrative officer)

Phone-XXXXXXXXXX

Question 12.

You are the student editor of Gandhi Memorial School, Delhi. Write out a Notice in not more than 50 words inviting names of those who would like to give articles, stories, cartoons etc.

Answer:

Gandhi Memorial School, Delhi

Notice

5th April, 20XX

Inviting Articles for School Magazine

Abhinav (School magazine) is going to be published very soon. The student writers are advised to submit their own literary works – articles, stories, cartoons, poems etc. – to the undersigned on or before 15th April, 20XX or contact Principal.

Shanti Mittal

Student Editor

Notice Writing Practice Questions

1. For events like tour, camp, fair and exhibition.
2. You are Shyam/Shyamli Verma of class VIII A. You have lost your library book which was issued to you, in the playground. Draft a Notice for the school Noticeboard, informing the students about it.
3. Write a Notice giving information about Science Exhibition which is going to be held in your school.
4. You are Megha gupta/ Mehul Gupta, the head girl/ head boy of St Mary's school, Dehradun. Draft a notice, informing the students of classes IX to XII about a workshop on 'table manners and etiquettes' to be held in the school premises. Give all the necessary details.
5. You are Anu Desmukh/ Anoop Deshmukh, the sports secretary of Laxman Public school, Bhilai. Your school has decided to host the regional level volley ball tournament. Draft a Notice for your school Noticeboard inviting all the children of your school to cheer for the teams.
6. You study in Lotus Public school, Delhi. Your school is holding a cultural Fiesta for collecting funds for the flood victims of Kashmir. Draft a Notice for your school Noticeboard giving details of the programmed. Sign yourself as Ketan Mehta, cultural Secretary.
7. You are the president of the students' council of St. Francis Sr. Secondary school, Agra. You have invited a visiting Russian Ballet Troupe to give a performance in your school on the occasion of its Golden Jubilee celebrations. Write a notice, informing the students about this event. Sign yourself as Raman Arora/ Ria Arora.
8. You are Vaishali Sharma/ Vaibhav Sharma, the Vice Head girl/ Vice Head boy of oxford High school, Bahadurgarh. Your school is organizing an inter-class Drawing and Painting competition for classes V to VIII. Draft a notice, words inviting the students to participate. Give all necessary details.
9. You are Alok Mehta, administrative Officer of Tata Steel Pvt. Ltd. Draft a Notice for a local newspaper, ::: informing the public about the change of the company's address.
10. You are Srijana, Srikant of Gitanjali Public School. Write a Notice appealing students of your school to generously donate in cash and kind for the poor children of an orphanage.