

Notice Writing

Exercises

A notice is a form of written or printed information that can be in the form of an official statement of public importance or a warning in advance, or it can also be used to give information to a segment of people or people at large. The basic purpose is to disseminate information related to various issues or occasions. It is written in a simple and formal language and is always brief and to the point. Notices are given generally in newspapers, magazines, or displayed publicly on the notice board of an organisation. A notice can also be given in the newspaper as an advertisement mainly meant to inform a large number of people, it must be clear and brief. It is more or less like a circular but the major difference is that a circular reaches through a messenger while a notice is displayed either on a noticeboard or in a newspaper column.

The main characteristics of notice writing are:

Format:

This includes the word “NOTICE”, date, heading, writer’s name, and designation.

Content:

The content answers the questions ‘what’, ‘where’, ‘when’, ‘how’ etc.

Expression:

This relates to the overall organisation and relevance of the content as well as grammatical accuracy and fluency. An agenda notice includes a detailed list of items or schema of the meeting or the programme.

Points to remember:

- the purpose should be to inform
- it should have a heading
- it should be brief and precise
- it should give all the required information, in a simple language
- the name and designation of the issuing authority should be mentioned
- it should be written in the third person
- it should have a date
- it should look attractive and the word limit should be adhered to

	Name of the School
Date	NOTICE HEADING
Content	
Signature	
Designation	

Question 1.

Draft a notice in not more than 50-words for your school notice board, informing the students about the sale of old sports goods of your school. You are Rohini/Rohan the secretary of the sports club of Alka Public School, Indira Nagar Faridabad. [NCT 2018]

Answer:

Alka Public School, Indira Nagar, Faridabad

20.04.20XX

Notice

Sale.

The Sports Department is offering old sports equipment for sale to the students of the school Cricket, tennis, badminton, table tennis, football, basketball and hockey is available. Sale will be held on Sunday 28-04-20XX from 10 am to 1 pm. Students should bring their identity cards.

Rohan

Secretary, Sports Club.

Question 2.

As Secretary of the Activity Club of your school, draft a notice for the school noticeboard, informing students of the Inter-class Quiz contest being organised by the school. You are Nafisa/Pankaj. [Word limit: 50] [NCT 2017]

Answer:

St. Teresa Secondary School, Lucknow

13 August 20XX

Notice

Inter-class Quiz Contest

The annual Inter-Class Quiz will be held on 4th September at two levels – classes 7 & 8 and 9 & 10. The teams will be selected on the basis of the preliminary written tests.

Those interested should give their names to the undersigned by 8 August 20XX.

Nafisa Rehman

Secretary

Activity Club

Question 3.

You are Amit/Anita, Head Boy/Head Girl of your school. You are organising a career counselling session for class XI and XII students of your school. Write a notice giving details to be displayed on your noticeboard in about 50 words. [NCT 2016]

Answer:

Gandhi Senior Secondary School, Rohini, Delhi

28 July 20XX

Notice

Career Counselling Session

The students of classes 11 and 12 are hereby informed that a career counselling session has been organized for them on 4 August 20XX from 11 a.m. to 1 p.m.

Science students will proceed to the Auditorium and commerce students to Lecture Theatre No. 1 at 10:45 a.m.

Attendance is compulsory.

Amit Pandey

Head Boy

Question 4.

You are Man/Mani, secretary of the History Club of K.V. Sr. Sec. School, Badodhra. Draft a notice in not more than 50 words informing the students of class XI and XII about a proposed tour to Rajasthan during the coming summer vacations. [NO 2015]

Answer:

K.Y Senior Secondary School, Badodhra

5 April 20XX

Notice

Rajasthan Tour

This is to inform the students of classes 11 and 12 of a trip to Rajasthan from 12 to 17 May 20XX. The trip will cover Jaipur, Udaipur, Jaisalmer and Bikaner.

Those who wish to join the trip should submit written permission from their parents and a draft for ₹ 3000 latest by 12 April 20XX to the Vice Principal.

Mani

Secretary, History Club

Question 5.

You are Amit/Amita, Head Boy/Girl of your school (Zenith Public School). Write a notice for your school noticeboard requesting entries from students for Britannia Quiz Contest to be held in your School. [NCT 2014]

Answer:

Zenith Public School, Agra

20 February 20xx

Notice

Selection for Quiz Contest

The students of classes from 9 to 12 may give their names for participating in Britannia Quiz Contest to be held on 25 March 20XX.

The applicants should have participated in the inter-house Quiz Contest. The selection will be held on 28 February 20XX.

R.K. Singh

Vice Principal

Question 6.

As the Principal of DAV, Mausam Vihar, Delhi, write a notice informing the students about the special coaching in cricket, basketball, and tennis during the summer vacation. (50 words) [NCT 2019]

Answer:

DAV, Mausam Vihar, Delhi

20-April 20XX

Notice

Sports Coaching During Summer Vacation

This is to inform all the students of the six-week coaching programme in cricket, basketball, and tennis starting from 16 May 20XX at 6:30 a.m. every morning.

State-level coaches will be conducting the sessions. A nominal fee of 200 per game will be charged. Those interested should contact Mr. S.R. Vyas, HOD, Physical Education for further details.

R.V. Sharma

Principal

Question 7.

As the librarian of your school, write a notice in about 50 words informing the students of the penalty for losing or damaging the books issued to them.

Answer:

New Age School, Rohini

10 July 20XX

Notice

Penalty For Losing or Damaging the Books

This is to inform all the students that

- (i) a fine of ₹ 2 per day will be charged if a book is not returned on the due date;
- (ii) the library card will be withdrawn if the returned book is found torn or damaged;
- :
- (iii) The full price will be recovered from the student if a book is lost.

Shalini Singh

Librarian

Question 8.

As the Principal, write a notice in about 50 words informing the prefects, monitors, and other discipline in-charge students of a Leadership Training Camp being organised by the school.

Answer:

A.P.J. School, Vasant Kunj

10 April 20xx

Notice

Leadership Training Camp

A leadership training camp is being organised on 15 April 20XX from 9:00 a.m. to 1:00 p.m. All: prefects, class monitors, bus and line monitors shall attend this camp.

The programme will include the following:

Leadership Training Workshop – 9 : 00 a.m. to 11 : 00 a.m.

Refreshment Break – 11 :00 a.m. to 11 : 30 a.m.

Question and Answer Session with Experts – 11 : 30 a.m. to 12 : 00 p.m.

S.K. Gulati

Principal

Question 9.

As the head of the Physical Education Department, write a notice in about 50 words informing the students about the selection of athletes for the coming Zonal Athletic meet.

Answer:

Bal Bharti Public School, Noida

10 April 20xx

Notice

Selection of Athletes for Zonal Athletic Meet

This is to inform the students of classes 5 to 8 that the selection of the athletes for the coming zonal athletic meet for sub-juniors and juniors will be done as per the timetable given below.

15 April 20XX (Sub-Junior events)

100 m and 200 m races, long jump, swimming: 7:00 a.m. to 9:30 a.m.

17 April 20XX (Junior events)

100 m 200 m, 4 x 100 m relay race, long jump, high jump, swimming: 7:00 a.m. to 9:00 a.m.

B S Batra

Head, Physical Education Department

Question 10.

As the Director, Primary Section, write a notice in about 50 words for the children announcing the programme for the Children's Day.

Answer:

Ramjas School, R.K. Puram

2 November 20XX

Notice

Children's Day Programme

The school is arranging a special programme for you on Children's Day, i.e. November 14. You can come in fancy dress and win a prize. There will be games for you. Kindly give the circular to your parents so that they can dress you beautifully for the Fancy Dress Competition.

Do not bring your books on November 14.

Monisha Mohanty

Director

Primary School