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Department: English

Day: Saturday
Date: 2020/04/25

Subject: English (Language)
Class: B. COM (P), Fourth Semester.
Time- 10:45 a.m.- 11:45 a.m.

NOTICE WRITING

1. What is Notice writing?

Notice Writing is a written or printed information or news announcement. Notices are either displayed in prominent places or published in newspapers/magazines. A Notice is a formal announcement or information. Hence, its tone and style is formal, precise and addresses all the important facts.

Important tips:

- a. Be precise and to the point. The ideal length of notice is 50 words, so precise language is appreciated.
- b. It is a formal form of communication so the language used should be formal as well..
- c. Keep the sentences short and use simple words. Since notices are fairly brief it is best to keep it simple.
- d. Use passive voice as far as possible.
- e. Present your notices in a proper format in a box. The presentation should be neat and thus be appealing to the eye.

2. FORMAT

Since notices are a formal document it should follow a structure or a format. Keep in mind there is no one correct rigid format. Different formats used by different people/organizations can show some variations. But it is ideal to follow a somewhat similar format for ease of understanding and uniformity. Let us look at the most used format of notices.

1. ***Name of Issuing Organization/Authority:*** Right at the very top, you print the name of the person or company that is issuing the said notices. This will help the reader identify the notices as important or unimportant to him.

2. **Title:** When writing notices, we mention a title “NOTICE” at the top. This helps draw attention to the document. Notices are generally posted at a public place or published in newspapers. It is important that they do not get lost in a sea of information. So a bold title clearly mentioned helps draw the attention.
3. **Date:** After the title to the left-hand side we print the date on which the notices have been published. Since this is a formal document date is an important aspect of it since these documents stay on record.
4. **Heading:** Then we move on to an appropriate heading to the notices. This heading should make abundantly clear the purpose of the notices.
5. **Body:** After the heading, we write the brief and to the point body of the notice. The main content of the notice features in the body.
6. **Writer’s Name:** At the end of the notices we write the name and designation of the notice-writer. The notices have to also be signed by the same person to lend it authority and validity.

EXAMPLE

Question: On the occasion of Diwali your housing society has planned a feast for all its members. As the chairman of your society write a notice inviting all the members of the society to this gathering. Provide all the necessary details.

<p>ABC Co-operative Housing Society</p> <p>NOTICE</p> <p>25th October 2017.</p> <p>Diwali Gathering</p> <p>On the auspicious occasion of Diwali, the Society has organized a gathering followed by dinner. All members of the society are requested to attend the event in the clubhouse of the society at 8:00 pm on the 30th of October.</p> <p>XYZ Chairman of ABC Co-operative Housing Society</p>
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3. CONTENT

Notices should cover some important points that are to be communicated to the readers. Let us summarize the five points that the content of the notice will cover, the five W's

- I. **What:** What is the notice about? The notice should be clear about what is going to happen (event), or what has already happened (occasion). This is the crux of the message and should be written clearly. **There should not be any ambiguity.**
- II. **Where:** If the notice is about an event, then the location of such an event must be written clearly. The **venue or the location are important details**, so make sure to include this in the notice.
- III. **When:** This is the time and the date of the event or meeting. If possible **the duration of the event** should also be mentioned to people can schedule their time accordingly.
- IV. **Who:** This will be who the notice is addressed. **Who all are supposed to adhere** to the notice should be clearly mentioned to avoid confusion.
- V. **Whom:** And final detail should be whom to contact or get in touch with. This mentions who the **appropriate authority is to contact.**