

ENGLISH CORE E-Lesson for B. A. (Prog.) Sem. II

NOTICE

Notice is a written, formal notification or a general piece of information issued by an organization or institutional authorities. It is a piece of announcement of important information meant for either general or target audience. It is used to notify about an upcoming event or issues. It is widely used in institutions such as schools, colleges, offices or business organizations. It is written in simple language and is to the point.

Important elements of a Notice:

1. **Name of the Institution:** It should be at the top and in the centre of the page.
2. **Title:** It is an important part of the notice. It should be brief and relate to the main theme. It should be written in the centre of the page.
3. **Date:** It can be written on the right or left side of the page.
4. **Message:** It is the body and most important part of the notice. It should be to the point. It should have all the necessary information such as date, purpose and subject matter.
5. **Source:** It is generally the authority of the institution or head of the head of the organization who prepares the notice for a specified group of people. The notice carries the signatures of the issuing authority.
6. **Target audience:** Though notices are mainly to give general piece of information, they can be issued for a target audience. They can be students in schools/ colleges, teachers in schools/ colleges/ universities, employees in an office, workers in a factory or citizens of a country.