

B.Com(prog) IV sem

English

NOTICE WRITING

One important aspect of communication is business communication, also known as formal communication. Formal letters, memos, circulars etc are all forms of business communication. Another important tool of the same is a notice. Notices are a means of formal communication targeted at a particular person or a group of persons. It is like a news item informing such person or persons of some important event. This can be an invitation to a meeting, an announcement of any event, to issue certain instructions, make appeals etc. It is generally written and then displayed at a public place, where it is accessible to all. They can be pasted on notice boards. If it is meant for a wider audience it can even be published in a newspaper. The government when it issues notices must publish it in national and local papers.

Tips to Remember regarding Notice Writing

Be precise and to the point. The ideal length of notice is 50 words, so precise language is appreciated.

It is a formal form of communication so the language used should be formal as well. No flowery text.

Keep the sentences short and use simple words. Since notices are fairly brief it is best to keep it simple.

Use passive voice as far as possible.

Present your notices in a proper format in a box. The presentation should be neat and thus be appealing to the eye.

Let us look at the most used format of notices.

Name of Issuing Organization/Authority: 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.

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.

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.

Heading: Then we move on to an appropriate heading to the notices. This heading should make abundantly clear the purpose of the notices.

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.

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.

<p>Name of Institution / Organisation Notice</p>
<p>Date : <i>date /month /year</i> <i>E.g. - 1 October ,2019</i></p>
<p>Heading Body / Content</p>
<p>Signature Name Designation (<i>means post of person</i>)</p>

Example:

Water supply will be suspended for eight hours (10 am to 6 pm) on 6th of April for cleaning of the water tank. Write a notice in about 50 words advising the residents to store water for a day.

GROUP HOUSING SOCIETY, JAL VIHAR, HARYANA.

NOTICE

April 01, 2020

ATTENTION

This notice is to inform all the residents regarding the suspension of water supply for 8 hours. It is being done to clean the water tank. The details are as follows:

DATE- APRIL 6

TIME- 10am – 6 pm

Thus, we request you to store the required amount of water beforehand to minimise the difficulty. Thank you

Taruna Singh

(signature)

Secretary

You are President of your college. Your college is soon going to publish the annual magazine next month. Write a notice for the notice board of your college inviting students to submit write-ups.

SUNFIELD INTERNATIONAL COLLEGE

NOTICE

April 01,2020

CALL FOR SUBMISSIONS

This is to inform all the students that our college is going to publish its annual magazine next month. All those who wish to contribute can mail their entries to collegemagazine@gmail.com. Write-ups will be accepted latest by April 15,2020. You can take any topic of your choice. For further information, contact your respective class teachers.

Thank you

Smita

President