



## LESSON 4 CIRCULARS

### NOTES

**Circular** is an advertisement which is distributed to a large number of people. Say for example you have to invite an entire department for a meeting, or update the dress policy for the whole office, a circular will be the best mode of communication for these purposes. It may be published in the newspaper or put up on the notice board or distributed personally from hand to hand.

#### Rules to write circular:

1. Name of the organization or the institution issuing the circular should be written in block letters at the top centre.
2. Branch of the organization/institution is mentioned right below in capitals.
3. Date should be written on the right side one space below the address.
4. Salutation on the left side one space below the address.
5. It should always be signed by somebody who is authorized or empowered to do so. Designation should be written in capitals.
6. Message should be short, simple, grammatically appropriate, and presented in a format order.
7. Abbreviations and numbers can be used whenever necessary.



**Example of circular:**

**Q.1. Draft a circular as Lion's Club association Imphal, inviting the names of the students who want to participate in the cultural programmes in aid of the victims of the recent floods.**

**Ans:**

**LION'S CLUB ASSOCIATION  
POROMPAT BRANCH, IMPHAL**

30<sup>th</sup> September, 2020.

Dear Students,

The Association is organising a cultural programme on 5<sup>th</sup> October, 2020 in aid of the victims of the recent floods. Those who are interested to participate may give up their names to their respective locality clubs before 10 October, 2020. For further information, please contact the undersigned.

Yours faithfully

Sd/

Chandrakumar

Khuman

(GENERAL  
SECRETARY)

