



CLASS IX & X
ENGLISH COMPOSITION
EXTRA LESSON
NOTICE WRITING

NOTES

Notice is a written or printed information or news announcement or a means of formal communication. It is like a news item informing such person or persons of some important event. It 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 or a notice board. For a wider audience it can even be published in a newspaper.

Tips to Remember regarding Notice writing

- Be precise and to the point. The ideal length of notice is about 50 words, so precise language is appreciated.
- The language used should be formal as well.
- Keep the sentences short and use simple words.
- Use passive voice as far as possible.
- Present your notices in a proper format in a box and the presentation should be neat.

Content

- i) **What:** What is the notice about? There should not be any ambiguity.
- ii) **Where:** If the notice is about an event, then the location or venue must be written carefully.
- iii) **When:** The time, date and duration of the event or meeting should be mentioned.
- iv) **Who:** Who all are supposed to adhere to the notice.
- v) **Whom:** Whom to contact or get in touch with.



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Format

- i) Name of the issuing agency (school etc.)
- ii) Date of issue/release of the notice.
- iii) Title/subject of the event (what?)
- iv) Body- Date/time/duration/place/venue (when and where)
- v) Authorized signatory: Name and signature (contact details)

<p>Name of the issuing agency/authority</p> <p>NOTICE</p> <p>Date of issue/release of the notice</p> <p>Title/subject of the event</p> <p>Body</p> <p>(date/time/duration/place/venue)</p> <p>Authorized signatory (Name, Designation and signature)</p>
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