



## CHAPTER 8 NOTICE WRITING

### NOTES

'*Notice*' is a written statement about something that will happen or that has happened. It is a kind of general circulation of information for a specific purpose. Notice may be of various forms, like the government office notices, the notices about the sale and purchase of goods, the notices about different public functions.

### THE STEPS FOR NOTICE WRITING

1. FIRST, the name of the office/institution should be given at the Centre of the notice.
2. Secondly, the number and the reference may be given written just below the name of the office/institution
3. Thirdly, time date and place should be given.
4. Fourthly, the body of the notice should be given.
5. Then the signature and designation of the writer must be written below the body at the right corner

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