



**NOTICE**

***NOTICE***

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A Notice is written/printed information that can be in the form of an official statement of public importance or an advance warning. It can also be used for giving information to a segment of people or people at large. Notices are displayed publicly on the notice board of an organisation.

**FORMAT**

- Name of the issuing authority/institution
- The word 'NOTICE' in capital letters
- Date of issue
- Heading (Subject)
- Writer's Name and Signature with Designation

**CONTENT**

- **What** – Event/Activity
- **When** – Date and Time
- **Where** – Venue
- **How** – Follow up details
- **Who** – Participants, Organisers, People involve – Chief Guest (*if any*)

**EXPRESSION**

- Grammatical accuracy
- Appropriate words and spellings
- Coherence and relevance of ideas and style

**Important Points to Remember**

- The purpose of the notice should be to inform.
- It should have a heading.
- It should be brief and precise.
- It should give all the required information in simple and formal language.
- The name of the issuing authority/institution, and the writer's name with designation should be mentioned.
- It should be written in the third person.
- It should have a date. Generally date is mentioned below the NOTICE.
- It should look attractive. It must be placed in a box.
- Don't exceed the word limit (i.e. up to 50 words).

**Common Errors**

- Not drafted within a box
- Notice not written in Capital Letters inside the box.
- Heading inappropriate to content
- Proper format of date line missing, e.g. 4 March 2021
- Content points incomplete like venue, activity, date, time
- Incomplete instructions in the event of a competition
- Exceeding word limit of 50 words

# SUGGESTED VALUE POINTS FOR SOME IMPORTANT TOPICS OF NOTICE WRITING

## **Silver Jubilee Celebration**

- With the immense pleasure, all are hereby informed that our school is celebrating its Silver Jubilee Celebration on completing 25 years of its meritorious services to the society.
- Date / Day : 25 September (Monday)
- Time : 9:00 am to 1:00 pm
- Venue : School auditorium
- Mr. Arvind Kejriwal, honorable Chief Minister of Delhi has consented to be the chief guest.

## **Excursion to Mussoorie**

- The school is organising an excursion to Mussoorie for four days in the first week of June for XI and XII class students.
- Total expenditure will be `5,000/- per student.
- Interested students should contact the undersigned and deposit the money along with consent letter from their parents.

## **Literary Quiz**

- It is for the information of students of IX to XII classes that a Literary Quiz is being organised on Monday, 27th September at 11 a.m. in the school Auditorium.
- Those interested in taking part should give their names to the undersigned by 15th September.

## **Election Notice**

- Students of IX to XII classes are hereby informed that the elections to the offices of President and Secretary will be held on 25th May, 2021.
- Nominations for the said offices, duly proposed and seconded by the students of these classes should reach the undersigned by 15th May.

## **Blood Donation Camp**

- It is hereby informed that a Blood Donation Camp is being organised on 10th March, 2021 at Red Cross Bhavan at 10 a.m. under the supervision of Dr. Satish Sharma, M.D.
- The Health Minister will be the first donor.
- All the students are requested to donate blood for a noble cause.



## Charity Show

- Our school has organised a charity show on 20th August at 9:30 a.m. in aid of the T. B. Patients of the country.
- All of us are aware that T. B. is a fatal disease and many patients die due to lack of financial assistance.
- All are requested to cooperate and purchase tickets from the office worth `200/-. The money will be sent to the P.M.'s National Relief Fund.

## Earthquake Victims

- All of us are aware that the earthquake in Kerala as caused a great loss to the life and property of the people. So they need immediate help.
- All the students & staff members are requested to contribute at least `500/- per head to help the poor victims.
- The money will be sent to the P.M's National Relief Fund.

## **Problem of Security**

- It is brought to the notice of all the members that a meeting will be convened on 10th April, 2021, at 9:30 a.m.
- All are requested to attend to discuss the problem relating to the security of the members since the incidents of chain snatching and burglaries have increased in recent days.

## **School Magazine**

- The School magazine named “Ryan Rays” is going to be published soon.
- For this, all the students and staff members are requested to send their poems, stories, tit-bits and articles on current topics to the undersigned latest by 18th of April.
- The compositions must be written neatly.

## **Inter School Basket Ball Match**

- All the students and their parents are hereby informed that our school basket-ball team will play a very exciting match against another finalist, Flora dale School, on 15th December(Monday).
- In order to boost the morale of our players, you are requested to come and cheer the team.

## **Annual Sports Meet**

- Annual Sports meet of the school will be held next week on 21st of August at the school playground.
- Students who wish to participate in various games and sports should give their names to the undersigned latest by 12th of August.
- Prizes will be awarded to the prize winners by the chief guest, Mr. Arvind Kejriwal, the honorable Chief Minister of Delhi.

## **Britannia Quiz Contest**

- Preliminary round of 'Britannia Quiz Contest' is going to be held in our school on 10th of November 2021 at 10:00 a.m. in the school amphitheatre.
- Interested students from class IX to XII should give their names during zero period latest by 5th of November to the undersigned.

## **Inter-School Debate Competition**

- The Literary Club of St. Lawrence School is organising an Inter-School Debate Competition on 10th August 2021 at 10 a.m. in the school auditorium.
- We have received entries from twenty schools.
- Each team will consist of two students.
- One will speak for and the other against the motion.
- The topic for the debate is : ‘Students Should Keep Away from Politics’.



## **Cultural Evening**

- The school is organising a cultural evening on 15th October at 5 p.m. in the school theatre.
- Variety of cultural items will be presented by the students.
- Those who wish to perform on the stage should contact the undersigned before 2nd October.

You are Bhumika Sahni, President of the cultural forum of Army Public School, New Delhi. You have organised an inter-school patriotic singing competition on Republic Day. Write a notice, informing the students about this event.

Issuing Authority	←	□	<b>Army Public School, New Delhi</b>
The word 'NOTICE'	←	□	<b>NOTICE</b>
Date	←	□	1 January, 2021
Heading	←	□	<b>Inter-School Singing Competition</b>
Body of the notice with details: • Purpose • Event • Occasion • Date/time/venue • follow-up details	←	□	The Cultural Forum of the school has organized an Inter-School Patriotic Singing Competition on the occasion of Republic Day. More than 20 schools from the city will participate. The programme will be held immediately after the flag hoisting ceremony at 8 a.m. Students interested in participating should give in their names by the 10th of January to the undersigned.
Writer's Name, signature & designation	←	□	<i>Bhumika Sahni</i> Bhumika Sahni President, Cultural Forum

Your school is hosting the 6th Inter-Schol Musical Carnival for Classes IX-XII. As the Head Boy/Girl of Meera International School, draft a notice giving all necessary details.

**Amity International School, Saket**

**NOTICE**

15 March 2021

**Attention Music Lovers**

The school is hosting the 6th Inter-School Musical Carnival for classes IX-XII on 10th April, 2021 at Shah Auditorium, Rajpur Road at 9:00 a.m. All the talented students with gifted voices may appear for the audition to be conducted in the presence of Mrs. Manpreet Kaur, the well known classical singer on 22nd March, 2021 at 9 a.m. in the school auditorium.

For details contact:

*Sudhir Saran*

Sudhir Saran

Secretary, Music Club

Write a notice for the meeting of security men with the Director of XZN Security, Delhi to discuss certain security hazards and arrive at specific resolutions.

XZN Security, Delhi

**NOTICE**

1 January 2021

**Meeting of Security Men**

All security men appointed by 'Gorkha Security', Pune, are requested to attend a meeting to be held in the Director's office at 8 a.m., on Wednesday, 8 January 2021.

Agenda of the meeting is as follows:

- Minutes of last meeting for approval and discussion
- Security, hazards.
- Suggestions for better safety.
- Any other item with the permission of the chair. Wednesday, Tanmay

*Tanmay*

Tanmay

Some students of class XII are falling short of the mandatory 75% attendance. Write a notice to the parents informing them of the same. Sign yourself as Ritu Kumar, Vice Principal of AXN Senior Secondary School, New Delhi.

AXN Senior Secondary School, New Delhi

NOTICE

30 June 2021

**Short Attendance**

This is to inform the parents that their ward is falling short of the mandatory 75% attendance required to appear in the board examination. His attendance as of now is 68%.

Kindly see to it that he attends the school regularly from now on.

*Ritu Kumar*

Ritu Kumar

Vice Principal

**You are Rachit / Rachna, Incharge of Cultural Club of New Public School, Delhi, Draft a notice for your school notice board inviting students to participate in the Inter House Dance Competition which is going to be organised in your school.**

**New Public School, Delhi**

**NOTICE**

25 May 2021

**Inter House Dance Competition**

All the students are hereby informed that an inter house dance competition is going to be organised in our school on 15 June 2021 at 10 am in the school auditorium. The winners will be selected for zonal level. Interested students may give their names to the undersigned for participation latest by 05 June 2021.

*Rachit*

Rachit

Vice Principal

**Draft a suitable notice for your school notice board informing students about the Magic Show organised by your school in aid of victims of earthquake in Nepal. You are Prachi / Pancham Captain of the school D.P.S. Gurgaon.**

**DPS Gurgaon, Haryana**

**NOTICE**

12 July 2021

**Magic Show**

This is to notify that our school propose to organise a magic show on 30 July 2021 in the school premises for the aid of Earthquake victims in Bihar at 11.00 a.m. All the students are requested to contribute whole heartedly and buy Magic-Show tickets. The cost of the ticket is ₹100/- per person. The collected funds will be sent to the Prime Minister's National Relief Fund immediately. Tickets are available at the school counter. Donate for the noble cause. For further details, contact the undersigned.

*Prachi*

Prachi

Head Girl

You are Tushar / Tanisha, the School Captain of Sarvodaya Kanya Vidyalaya, Delhi. You wish to call a meeting of the students' council to discuss the measures to be taken to check the explosion due to crackers in the school premises during Diwali time. Draft notice inventing details.

Sarvodaya Kanya Vidyalaya, Delhi

NOTICE

14 October 2021

**Say No To Crackers**

All the student's council members are directed to attend an emergency meeting to discuss the measures to check bursting of crackers in the school premises during Diwali phase. The details are as follows :

**Date:** 30 October 2021

**Venue:** Conference Hall

**Time:** 9.30 a.m. Onwards

Presence is mandatory. For more details contact the undersigned.

*Tanisha*

Tanisha

School Captain



In the capacity of the President of RWA, Mayur Vihar, Delhi. Write a notice informing all the residents about the power cut for installation of electronic meters, seeking their cooperation.

**Residents Welfare Association, Mayur Vihar**

**NOTICE**

7 April 2021

**Power Cut**

This is to inform all the residents of the society that there will be a power cut for four hours on 10 April 2021 from 1:00 p.m. to 5:00 p.m. due to the installation of electronic meters. Inconvenience is regretted.

*M.L. Verma*

M.L. Verma

President

RWA

Due to acute water shortage this summer, you are concerned about advising the residents of your colony for saving water. As Rohit Sharma, President, RWA, A Block Vasant Kunj, Delhi. Draft a notice to make the residents aware about the problem and suggest measures.

**Residents Welfare Association, A Block Vasant Kunj, Delhi**

**NOTICE**

8 August 2021

**Water Shortage**

Considering the acute water shortage in the colony this summer all the residents of Vasant Kunj, A Block are requested not to waste potable water for cleaning their cars, verandahs, drive ways etc. or watering the plants with a hosepipe. A fine of ₹500/- will be imposed on the defaulters, Kindly save water for a better tomorrow.

*Rohit Sharma*

Rohit Sharma

Resident Welfare Society

A Block, Vasant Kunj, Delhi

# NOTICE for Practice

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## Question 1

An International Book Fair is being held at Pragati Maidan, New Delhi from 7th to 14th February 2021. As Librarian, Goodwill Public School, Maurice Nagar, Delhi, write a notice informing the students about the fair. Give all other necessary details.



## Question 2

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You are Nitin/Nalini, Cultural Secretary, S.V.A. Public School, Jaipur. Your school is staging the play, 'Shakuntalam'. Write a notice, to be displayed on your school notice board, mentioning time, date and the city theatre where the play will be staged. Invite the students and their parents to come and watch the play.



## Question 3

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The Environment Club of your school is organizing a tree plantation drive on the World Environment Day around your school and in the neighbourhood. Write a notice inviting students to volunteer for the event. Give all the relevant details. You are Secretary of the Club.



## Question 4

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Mr. Virendra Sehwag, who was to deliver a talk to help the cricket players to do well in the game is not able to come on the given day. Write a notice informing the students about the new date on which he is coming. You are Gopal/Garima, Secretary Sports Club, Uday School, Green Park, Kanpur.



## Question 5

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You are Vaibhav/Vaibhika. As the Headboy/Headgirl of King's Senior Secondary School, Jamnagar, write a notice informing students of Std. XI-XII that a career counselling workshop is being organized in your school. This workshop will help them to decide the course which they would like to select for their graduation. Include details like time and venue.



## Question 6

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As the Administrative Officer of Diamond Gym, draft a notice informing the members of the increase in membership fee with effect from 1st May, 2021 and the change in the timings. Invent necessary details. You are Vishnu/Vaishanavi.





## Question 7

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Saarthi, an NGO, will be visiting your school to collect old books and stationery items. These books will be donated to the newly set up neighbourhood slum school. Cartons for collection have been placed in various corners of the school. As Incharge, Social Service Club, draft a notice motivating students to donate. Invent necessary details. You are Amrit/Amrita.



## Question 8

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You are Simar / Smriti of Lotus International School, Jodhpur. Your school has decided to contribute in controlling traffic near your school and require the names of volunteers from IX to XII. Write a notice to be displayed on the notice board.



## Question 9

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You lost your Titan wrist-watch in your school. Draft a notice to be placed on your school notice board. You are a student of Class XII of Rani Ahalya Devi Senior Secondary School, Gwalior. Sign as Rani / Ram.



## Question 10

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You are Secretary of Gymkhana Club, Madurai. Write a notice informing the members to attend an extraordinary meeting of the governing body. Include details like date, time, venue etc. Sign as Prabhu/Pratibha.



# Question 11

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Due to a sudden landslide and inclement weather, St. Francis School, Vasco has to be closed for a week. As Principal of that school, draft a notice to be displayed at the school main gate notice board.



## Question 12

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As Sports Secretary of G.D.G. Public School, Pune, draft a notice for your school notice board informing the students about the sale of old sports goods of your school. You are Rohini/Rohit.



## Question 13

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You are the Secretary of your school Literary Association. Write a notice for your school notice board, giving details of the proposed inauguration of the Literary Association of your school. You are 'XYZ' of Jain Vidyashram, Cuddalore.



## Question 14

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As Librarian of Crescent International School, Gwalior, draft a notice asking all students and teachers to return the library books they have borrowed, two days before the commencement of the examination.





## Question 15

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While walking in a park in your neighbourhood you found a small plastic bag containing some documents and some cash. Write a notice to be put on the park notice board asking the owner to identify and collect it from you. You are Amar/Amrita 9399123456.



## Question 16

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After the rains cases of dengue, Chikungunya etc are on the rise in your city. As Principal, Sunshine Public School Manu Vihar, you have decided to allow your students to wear full sleeve shirts and trousers in the school for a period of one month. Write the notice.



## Question 17

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You are Health Secretary, Students Council Citizens Public School, Ram Bagh, Varanasi. The Council has decided to start from the second of October a week-long cleanliness drive around the school. Draft a notice asking the Class XI students to enrol for the drive.



## Question 18

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RJ Public School is located in a Central Government employees residential colony. Cultural Society of the school has decided to organise a fancy dress show on 25th of January in which each participant will wear the dress particular to his/her region. The aim is to show the cultural diversity of India. As Secretary write a notice inviting the names of those who want to participate.



## Question 19

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An NGO has approached your school to offer book grants to the needy students. As Head girl of Sunshine Public School, Aram Bagh, write a notice asking students who are in need to put their requests into the box kept outside the Principal's office.



## Question 20

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Yesterday, during lunch break you misplaced your notes on chemistry lectures. You want to get them back. Write a notice for the school notice board. You are Karuna/Karan, a student of class XII A.

